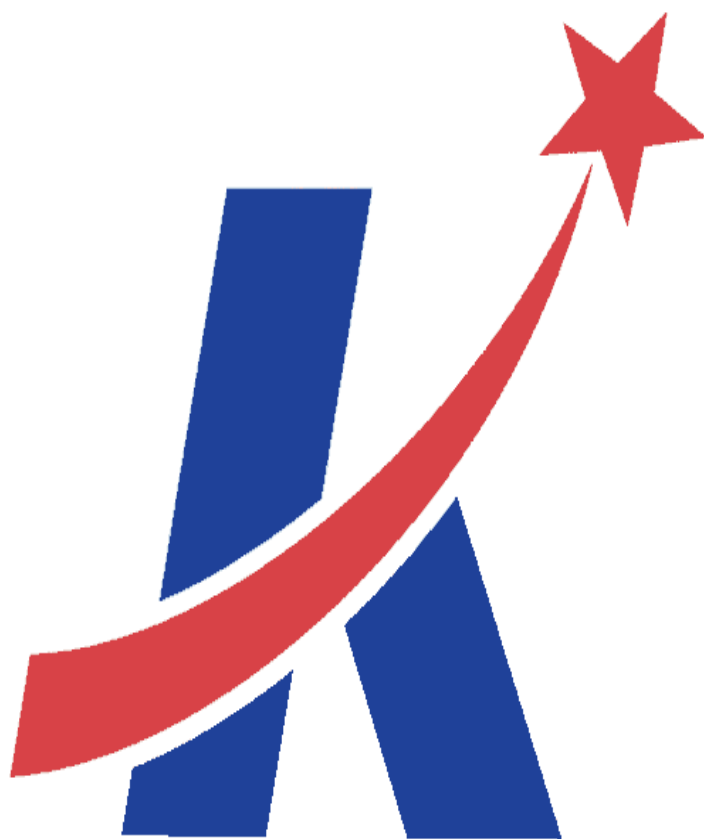


# **FY 2019 Proposed Budget**



## **Presentations:**

- **Water & Sewer Fund**
- **Solid Waste Fund**
- **Aviation Funds**
- **Drainage Fund**



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# ***WATER & SEWER FUND***



# ***WATER & SEWER FUND SUMMARY***



# Water and Sewer Fund Budget Summary FY 2019

# Water & Sewer Fund

## Purpose

---

The Water & Sewer Fund is an Enterprise Fund. The Water & Sewer Fund provides water and sewer services to the residents of the City.

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be recovered primarily through user charges.

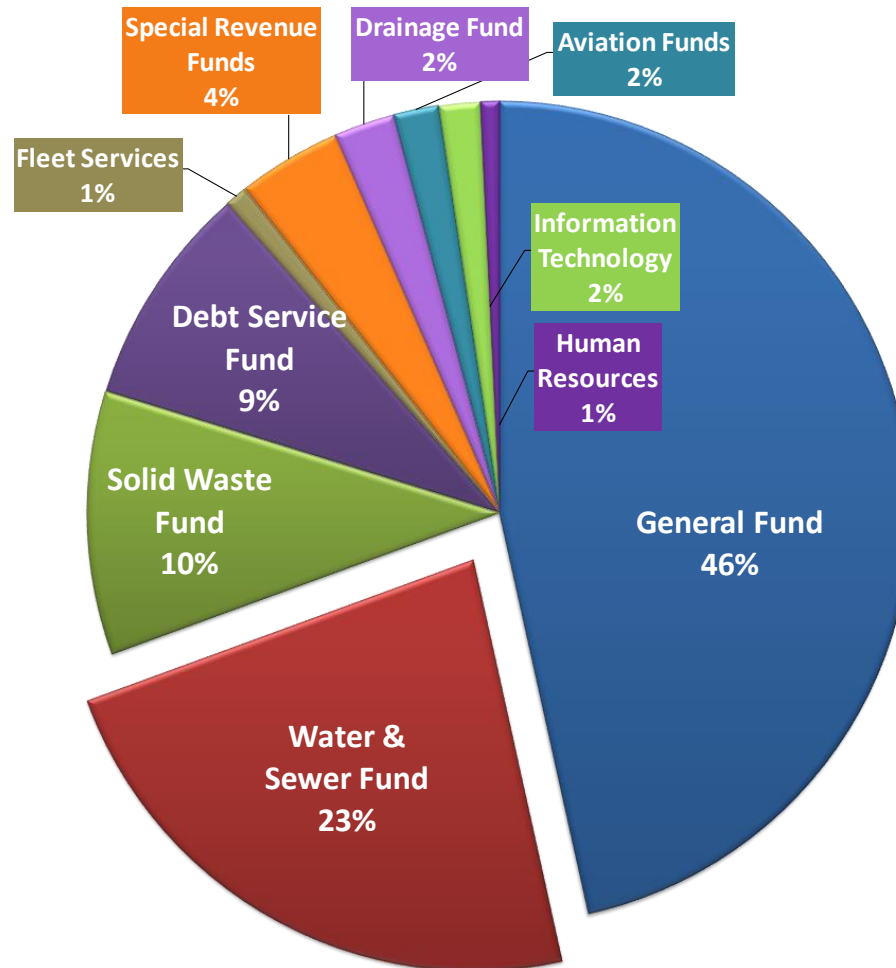




# Water & Sewer

## How the Fund Fits Into the Enterprise

### FY 2019 Proposed Budget



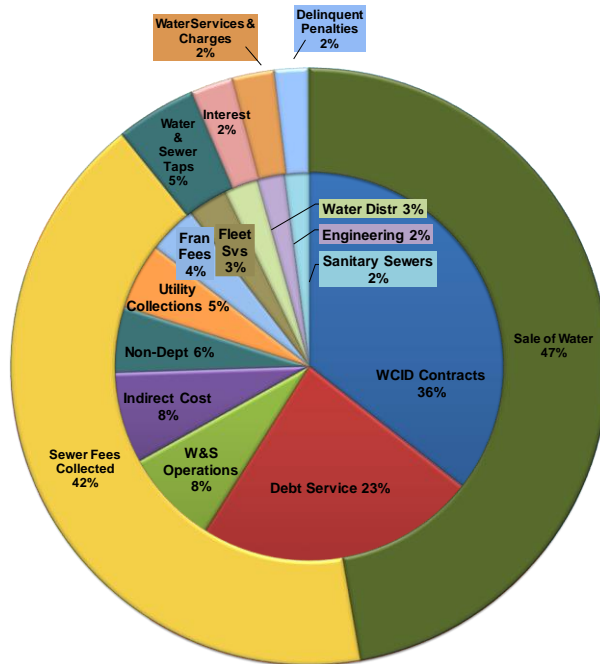
Total Operating Expenses = \$181,339,723



# Water & Sewer Fund

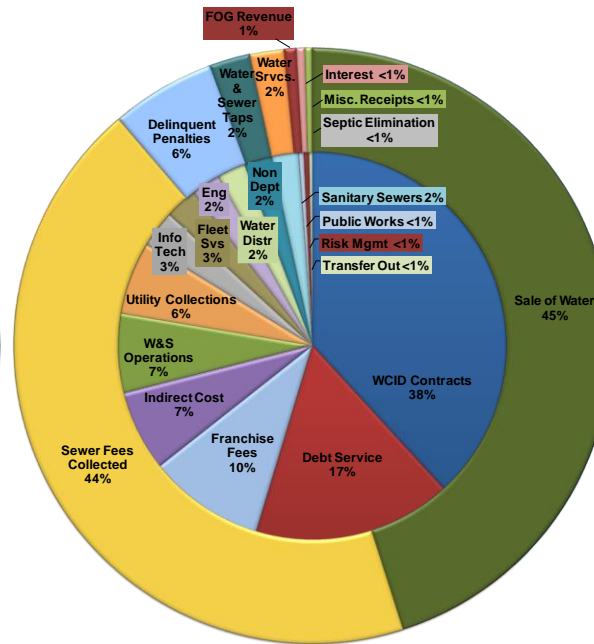
## Donut Charts

**FY 2008  
Actuals**



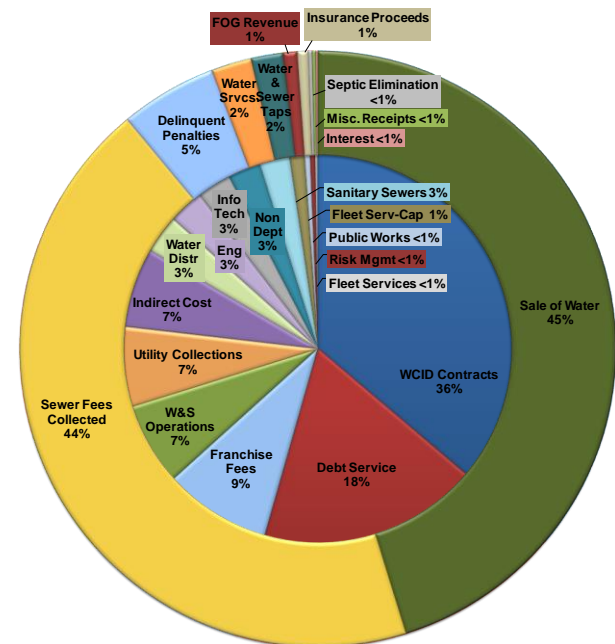
**Total Revenues= \$31,093,163**  
**Total Expenses = \$28,593,741**

**FY 2018  
Estimated Actuals**



**Total Revenues= \$40,356,284**  
**Total Expenses = \$37,476,236**

**FY 2019  
Proposed Budget**



**Total Revenues= \$41,518,872**  
**Total Expenses = \$41,518,872**



# Water & Sewer Fund

## Revenue Budget

---

	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Estimated Actual 2018</b>	<b>Proposed Budget 2019</b>
<b>Revenues:</b>				
Sale of Water	\$ 18,073,950	\$ 18,413,262	\$ 18,198,969	\$ 18,781,527
Sewer Fees Collected	17,459,200	17,795,342	17,617,918	18,151,249
Delinquent Penalties	2,252,503	2,134,592	2,281,199	2,177,284
Water Services and Charges	728,113	892,814	748,035	910,670
Water & Sewer Taps	841,807	700,778	891,112	714,794
FOG Revenue	299,485	315,511	272,867	321,821
Insurance Proceeds	-	-	-	250,000
Septic Tank Elimination	74,803	83,727	16,754	85,402
Misc. Receipts	58,712	538,790	148,582	75,000
Interest Earned	107,830	50,122	179,405	51,125
Transfer In	2,850,931	-	-	-
Intergovernmental	-	-	1,443	-
<b>Total Revenues</b>	<b>\$ 42,747,334</b>	<b>\$ 40,924,938</b>	<b>\$ 40,356,284</b>	<b>\$ 41,518,872</b>



# Water & Sewer Fund Rates

---

No change in rates.



# Water & Sewer Fund

## User Fee Rates

### WATER RATES

	0-2,000 gallon (gal)									Over 2,000 gal	Over 25,000 gal
	Meter Size									(per 1,000 gal)	(per 1,000 gal)
	5/8 & 3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	10"	All meter sizes	All meter sizes
Residential (Inside city limits)	\$ 12.70	\$14.06	\$ 17.47	\$21.55	\$31.09	\$43.74	\$ 79.83	\$119.68	\$167.40	\$3.17	\$3.78
Commercial (Inside city limits)	13.15	14.60	18.13	22.38	32.30	46.49	82.98	124.56	174.06	3.28	
Apartments and Mobile Homes (Inside city limits)	12.70	14.06	17.47	21.55	31.09	44.74	79.83	119.68	167.40	3.17	
Residential (Outside city limits)	25.40	28.12	34.94	43.12	62.18	89.48	159.66	239.36	334.80	6.34	7.56
Commercial Users (Outside city limits)	26.30	29.20	36.26	44.76	64.60	92.98	165.96	249.12	348.12	6.56	
Apartments and Mobile Homes (Outside city limits)	25.40	28.12	34.94	43.12	62.18	89.48	159.66	239.36	334.80	6.34	



# Water & Sewer Fund

## User Fee Rates

---

### Wastewater Rates

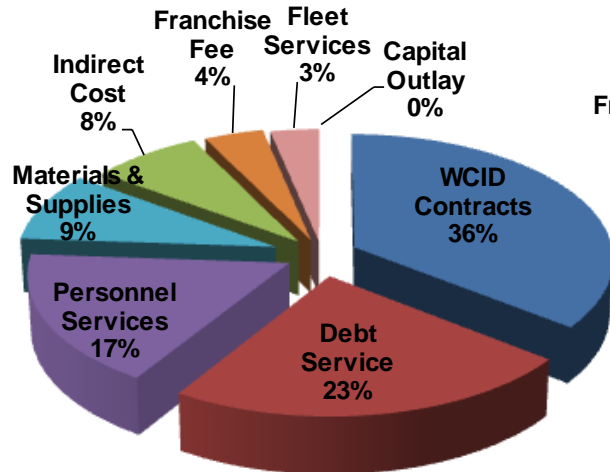
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	Minimum Charge/First 3,000 gal	Additional per 1,000 gal
Single family residential	\$18.76	\$3.80
Comercial	\$19.15	\$3.80
Motels, two-family and multifamily residential	\$19.15	\$3.80
Mobile home parks	\$19.15	\$3.80



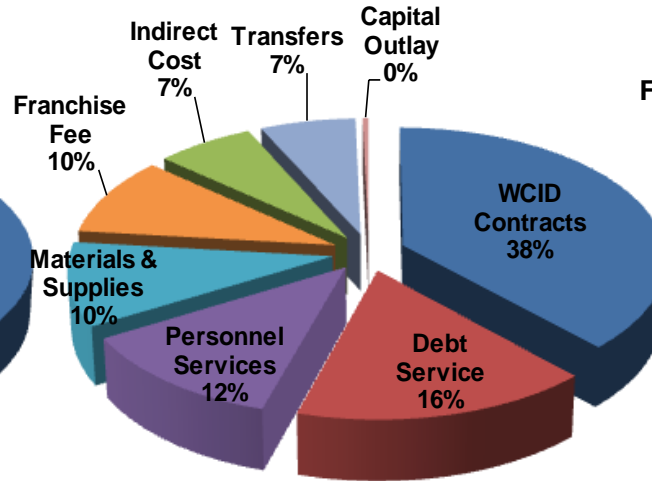
# Water & Sewer Fund Expense Categories

**FY 2008 Actual**



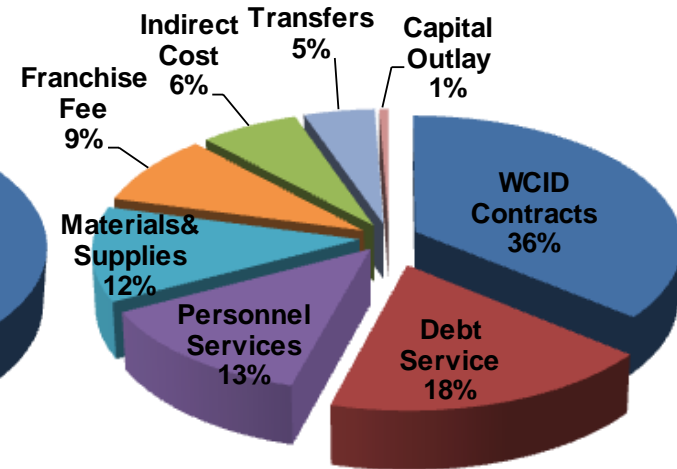
**Total Revenues = \$31,093,163**  
**Total Expenses = \$28,593,741**

**FY 2018 Estimated Actual**



**Total Revenues = \$40,356,284**  
**Total Expenses = \$37,476,237**

**FY 2019 Proposed Budget**



**Total Revenues = \$41,518,872**  
**Total Expenses = \$41,518,782**



# Water & Sewer Fund

## Expense Budget

	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Estimated Actual 2018</b>	<b>Proposed Budget 2019</b>
<b>Expenses:</b>				
Water & Sewer Contracts	\$ 14,854,228	\$ 16,940,549	\$ 14,316,014	\$ 15,019,370
Debt Service	7,166,532	6,171,911	6,171,911	7,576,729
Franchise Fee	3,495,308	3,630,243	3,630,243	3,702,847
Water and Sewer Operations	2,577,194	2,817,746	2,481,289	2,848,433
Utility Collections	2,412,739	2,526,731	2,269,891	2,750,267
Indirect Cost	2,833,783	2,503,524	2,503,524	2,738,499
Water Distribution	976,443	1,248,969	884,735	1,325,321
Engineering	644,371	1,520,900	908,867	1,214,770
Information Technology	653,656	-	1,158,196	1,188,475
Non-Departmental	828,763	878,266	874,353	1,139,573
Sanitary Sewers	831,641	983,835	834,193	1,045,288
Fleet and Fleet Services	-	-	1,104,587	605,313
Public Works	92,879	160,628	167,211	197,947
Risk Management	-	-	158,723	166,040
Transfers Out	-	-	12,500	-
Building Maintenance	41,049	-	-	-
Human Resources	1,892	-	-	-
<b>Total Expenses</b>	<b>\$ 37,450,956</b>	<b>\$ 39,383,302</b>	<b>\$ 37,476,236</b>	<b>\$ 41,518,872</b>





# Water & Sewer Fund

## Working Capital (Fund Balance)

---

	<b>FY 2017 Actual</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 Estimated Actual</b>	<b>FY 2019 Proposed Budget</b>
Beginning Fund Balance	\$ 8,241,381	\$ 13,537,759	\$ 13,537,759	\$ 11,312,688
Revenues	42,747,334	40,924,938	40,356,284	41,518,872
Expenses	37,450,956	41,817,308	37,476,236	41,518,872
Transfers to CIP			5,105,119	
Net Change in Fund Balance	5,296,378	(892,370)	(2,225,071)	-
Ending Fund Balance	<u>\$ 13,537,759</u>	<u>\$ 12,645,389</u>	<u>\$ 11,312,688</u>	<u>\$ 11,312,688</u>
Fund Balance Percent	51.85%	36.89%	37.79%	34.42%



# Water & Sewer Fund

## Staffing

---

	<b>Actual FY 2016-17</b>	<b>Budgeted FY 2017-18</b>	<b>Estimated Actual FY 2017-18</b>	<b>Proposed FY 2018-19</b>
FTEs	124.90	119.54	119.54	118.69



# Water & Sewer Fund

## Staffing by Department

---

<b>Department</b>	<b>Estimated Actual FY 2018</b>	<b>Budgeted FY 2019</b>	<b>Difference</b>
Utility Collections	39.50	39.50	0.00
Water & Sewer Ops.	28.00	28.00	0.00
Water Distribution	19.00	18.00	-1.00
Sanitary Sewers	19.00	20.00	1.00
Engineering	11.68	10.22	-1.46
Public Works	1.56	2.17	0.61
Environmental Services	0.80	0.80	0.00
Total FTEs	119.54	118.69	-0.85



# Water & Sewer Fund

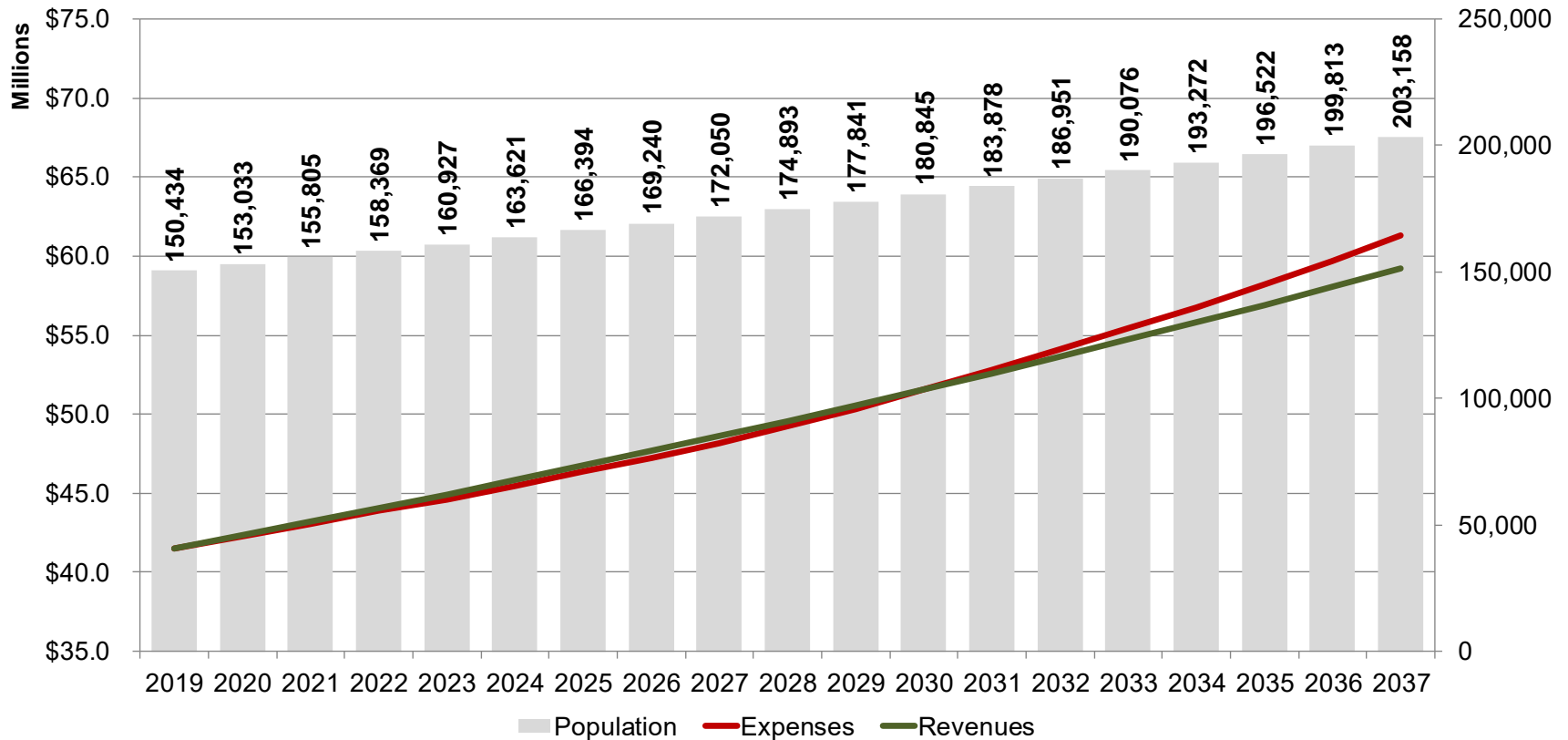
## Change in Staffing

---

<b>Department</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<b>FTE</b>	<b>FTE</b>
	<b>Change</b>	<b>Change</b>
Water Distribution	0.00	-1.00
Sanitary Sewers	0.00	1.00
Engineering	-0.23	-0.66
Public Works	0.00	0.61
<b>Total FTEs</b>	<b>-0.23</b>	<b>-0.05</b>

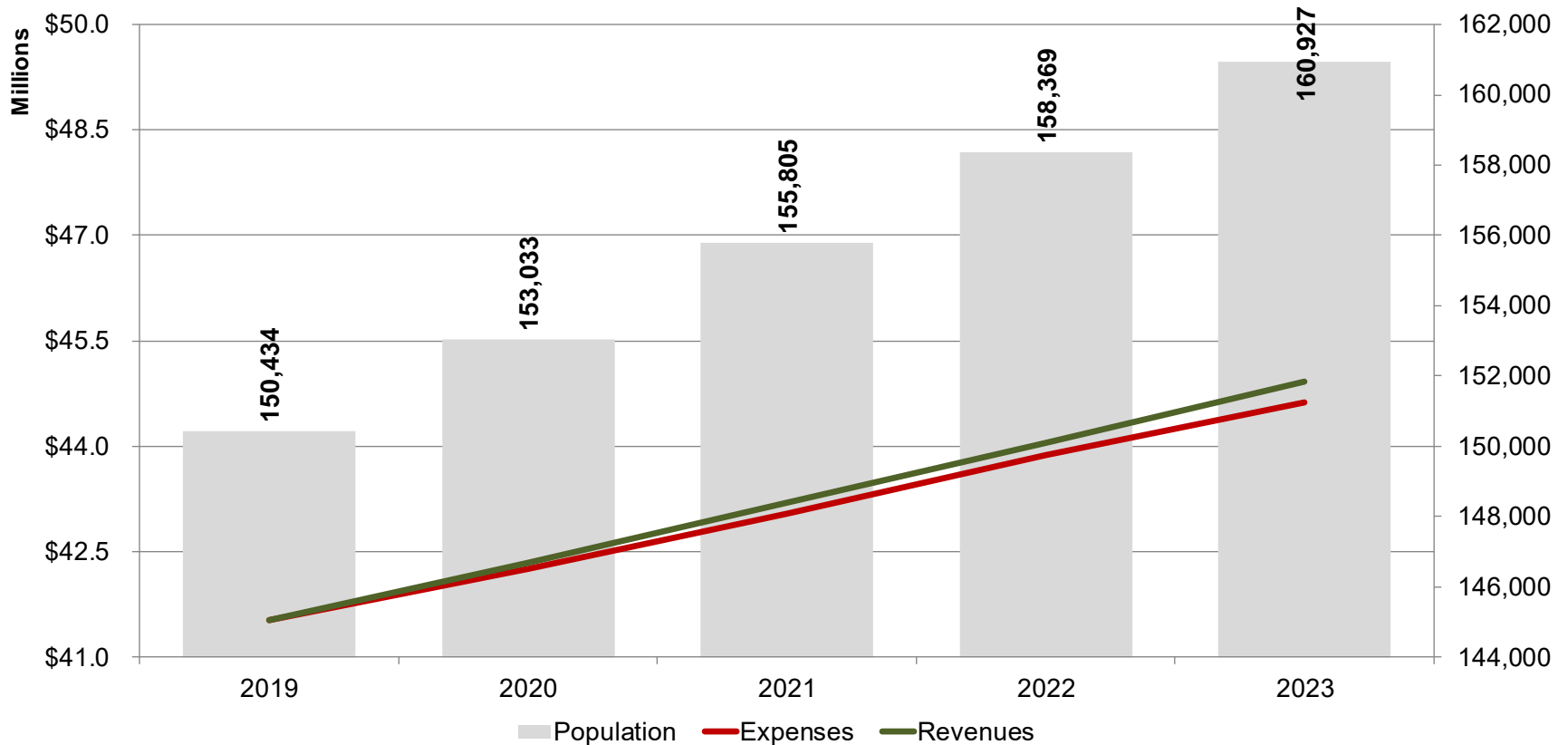


# Water & Sewer Fund Long-term Projections



# Water & Sewer Fund

## 5 Year Forecast



# City Manager's Comments





***FINANCE***





# FY 2019 Proposed Budget Presentation

Fund: Water & Sewer

Department: Finance

Division: Utility Collections

# Mission

---

The mission of the Utility Collection division is to accurately bill and collect on a timely basis for all City utility services.



# Mission Elements

---

- ☐ Read meters.
- ☐ Bill for service.
- ☐ Collect accounts.



# By the Numbers:

---

## ❑ Monthly meters read

❑ Active water accounts: 49,588

❑ Meters read monthly for billing: 52,498

## ❑ Monthly bills for service

❑ Customers serviced by 38.5 FTE's: 49,588

❑ Average number of customers per  
employee: 1,255

## ❑ Collect

❑ Collection rate: 98%

❑ Delinquency rate: 2%



# Goals for FY 18/19

---

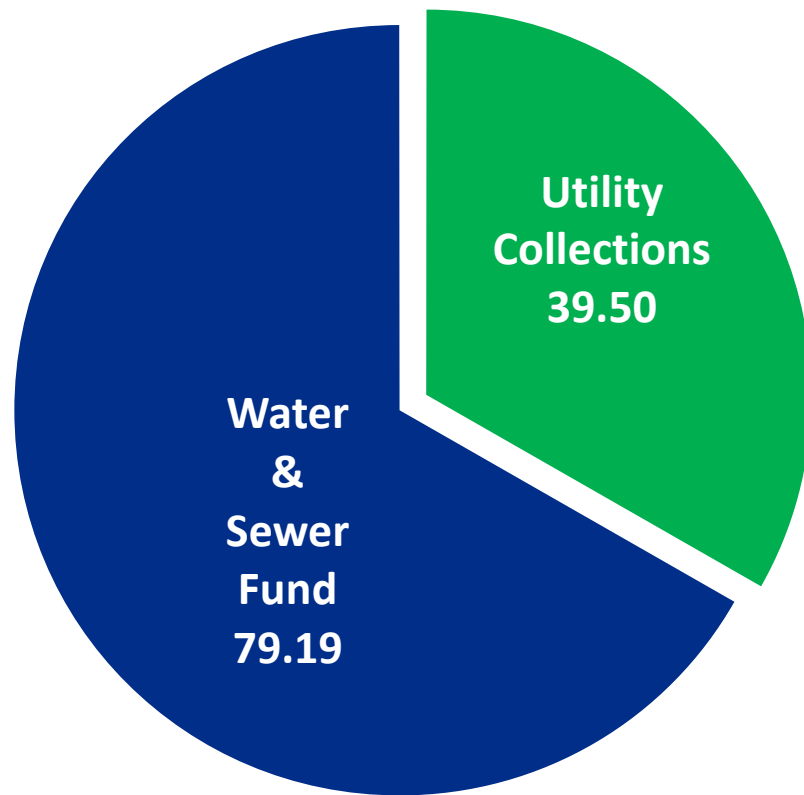
- ☐ Implement Selectron outbound Interactive Voice Response(IVR) call out system for delinquent notifications.
- ☐ Improve online services offered to our customers.
- ☐ Upgrade meter reading devices and software.
- ☐ Purge outdated and unnecessary data from Superior software.



# How Utility Collections Fits in the Enterprise in FY 18/19 – Staffing

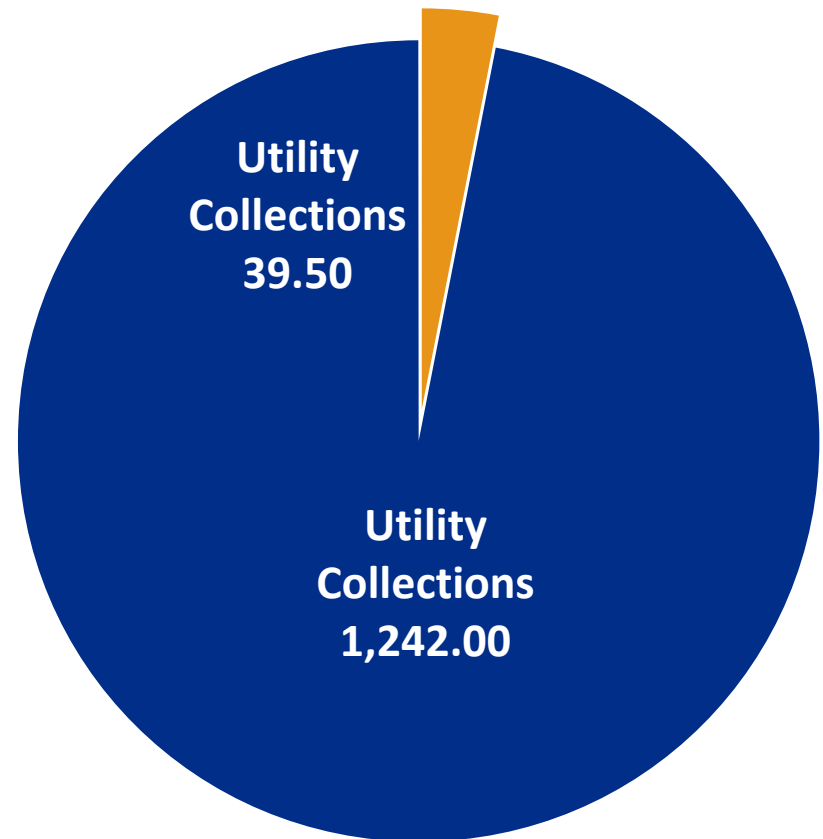
---

33.28% of FTEs in Fund  
FTEs in the Water & Sewer  
Fund



Utility Collections FTEs = 39.50  
W&S Fund FTEs = 118.69

3.08% of FTEs in Enterprise  
FTEs in All Funds



All Funds FTEs = 1,281.50

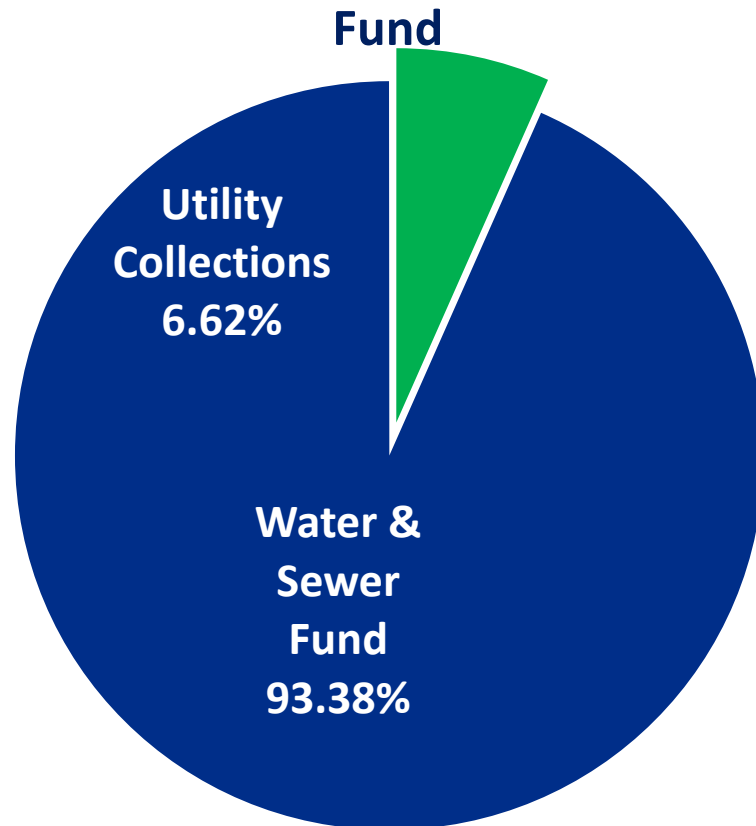
# How Utility Collections Fits in the Enterprise in FY 18/19 – Budget

---

6.62% of Expenses in Fund

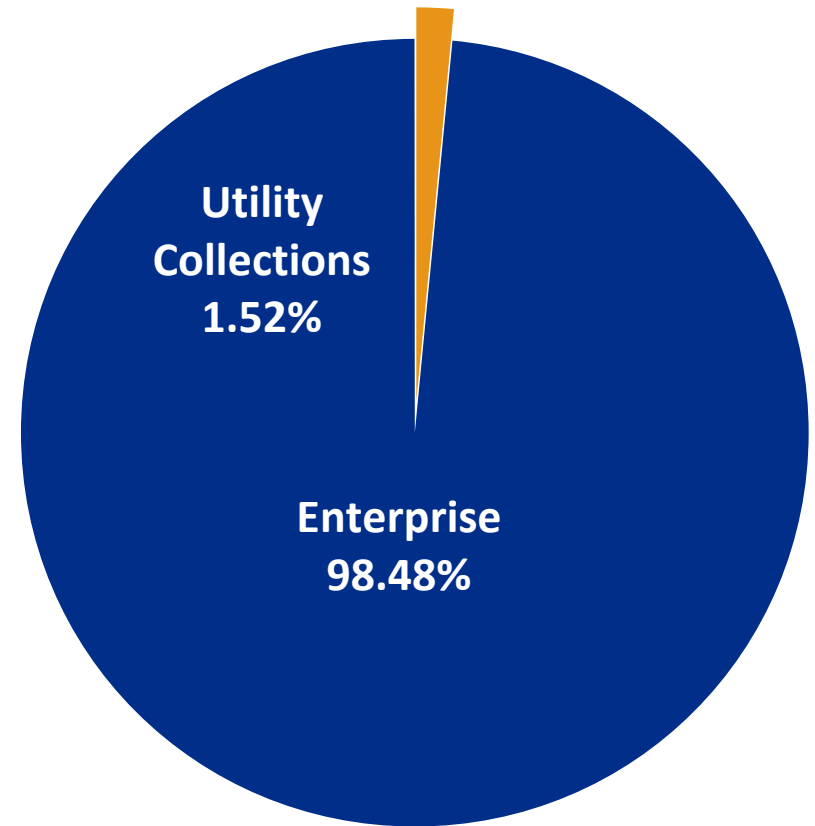
Expenses in the Water & Sewer

Fund



1.52% of Expenses in Enterprise

Expenses in All Funds



 Utility Collections Expense = \$2,750,267  
Fund Expense = \$41,518,872

All Funds = \$181,339,723

# Staffing

---

	<b>Budgeted FY16/17</b>	<b>Budgeted FY 17/18</b>	<b>Proposed FY 18/19</b>
FTEs	40.50	39.50	39.50

## FY 2018

Unfunded Meter Reader position.





# Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
<b>Revenue:</b>				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Water & Sewer Fund	2,412,739	2,524,508	2,370,085	2,701,767
<b>Total</b>	\$ 2,412,739	\$ 2,524,508	\$ 2,370,085	\$ 2,701,767
=Base request				\$ 2,701,767
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Water & Sewer Fund				48,500
=Total				\$ 2,750,267



# Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 1,437,362	\$ 1,485,623	\$ 1,331,992	\$ 1,598,943
• Materials & Supplies	960,784	997,365	997,046	1,059,224
• Contracts	14,594	41,520	41,047	43,600
• Capital Outlay	-	-	-	-
<b>Total</b>	\$ 2,412,739	\$ 2,524,508	\$ 2,370,085	\$ 2,701,767
=Base request				\$ 2,701,767
+Decision packages				48,500
=Total				\$ 2,750,267



# Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Compensation equity – phase I.
- ☐ Inflationary increase.



# Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Selectron Outbound Call System	1	\$48,500	\$0	\$48,500
Total Decision Packages		\$48,500	\$0	\$48,500



# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages		\$0	\$0	\$0



# City Manager's Comments





***PUBLIC WORKS***



# FY 2019 Proposed Budget Presentation

Fund: Water & Sewer

Department: Public Works

Divisions: Water Distribution, Sanitary  
Sewers, & Water and Sewer  
Operations



# Mission

---

The Water and Sewer Division's mission is to deliver reliable and safe water supplies to customers, and efficiently collect and dispose of wastewater.



# Mission Elements

---

## ☐ Water Distribution

- ☐ Maintain water mains and water service lines.
- ☐ Install new water service taps/meters, and replace meters as needed.
- ☐ Mitigate water loss.
- ☐ Maintain water appurtenances including fire hydrants, valves, fittings, etc.
- ☐ Flush fire hydrants and dead-end water mains.

## ☐ Sewer Collection

- ☐ Monitor, report, and prevent sanitary sewer overflows (SSO).
- ☐ Service manhole monitoring devices.
- ☐ Maintain sewer mains.
- ☐ Replace and/or rehabilitate defective manholes and sewer mains.



# Mission Elements

---

## ☐ Water & Sewer Administration

- ☐ Manage personnel and contracts.
- ☐ Provide customer service.
- ☐ Monitor and prevent Water and Sewer accidents.
- ☐ Collect water and sewer samples as required.
- ☐ Maintain pump stations, lift stations, and water storage facilities.
- ☐ Input work orders.
- ☐ Implement Backflow Prevention Assembly Tester (BPAT), Fats, Oils and Grease (FOG), and Customer Service Inspection (CSI) program including mandatory reporting, inspections, and plan reviews.
- ☐ Manage Capital Improvement Projects.
- ☐ Provide long-range water and sewer planning.



# By the Numbers:

---

## ☐ Water Distribution

<input type="checkbox"/> Water taps:	1,005
<input type="checkbox"/> Water main repairs:	73
<input type="checkbox"/> Appurtenance repairs:	36
<input type="checkbox"/> Number of miles of water main:	671

## ☐ Sewer Collection

<input type="checkbox"/> Sanitary sewer overflows:	23
<input type="checkbox"/> Feet of sanitary sewer main flushed:	1.3M
<input type="checkbox"/> Sewer main spot repairs:	108
<input type="checkbox"/> Number of miles of sewer main:	595

## ☐ Water & Sewer Administration

<input type="checkbox"/> Water samples:	20,984
<input type="checkbox"/> Customer service calls:	1,861
<input type="checkbox"/> BPAT/FOG/CSI reports:	17,452



# Goals for FY 18/19

---

## ☐ Water Distribution

- ☐ Reduce total water loss from 20% to 18%.
- ☐ Complete the Water Line Rehabilitation Phase 3 Project.
- ☐ Flow test and maintain 50% of the fire hydrants.
- ☐ Flush dead-end water mains per TCEQ regulations.
- ☐ Complete service taps and meter sets within 3 weeks of posting.
- ☐ Replace 20% of meters that have registered over 1 million gallons.

## ☐ Sewer Collection

- ☐ Maintain SSOs below 4.0 per 100 miles of sewer main.
- ☐ Evaluate 25% and clean 15% of sewer main.
- ☐ Complete Sewer Line Rehab Ph. 4 Project.
- ☐ Complete Septic Tank Elimination Program (STEP) XI Project.



# Goals for FY 18/19 (cont'd)

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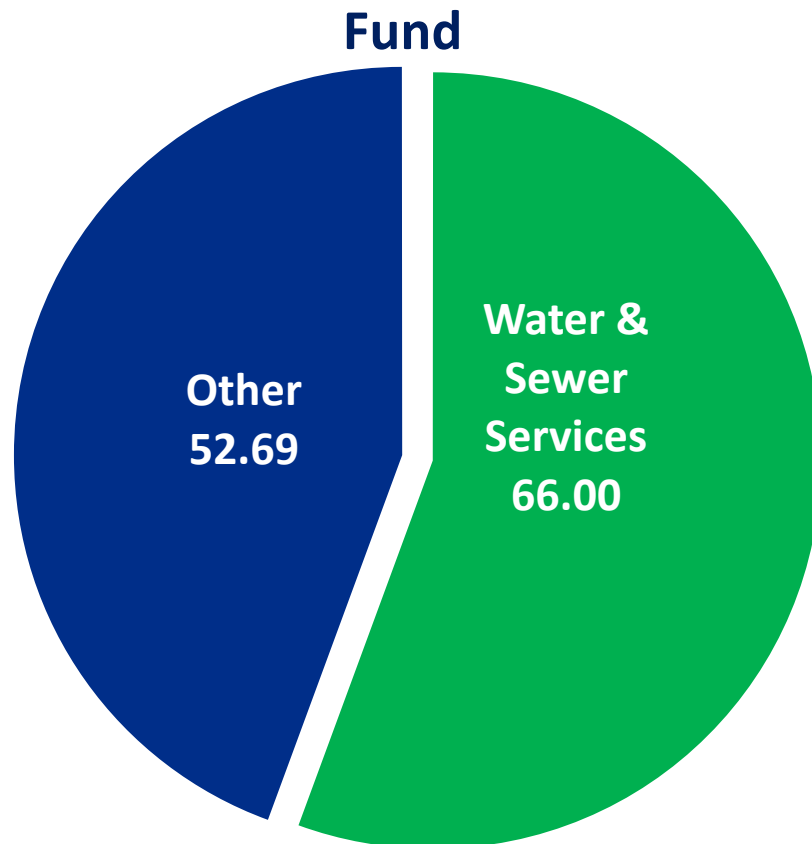
## ☐ Water & Sewer Administration

- ☐ Develop and implement an employee training and compensation package that reduces annual vacancies to 20%.
- ☐ Update W&S Master Plan.
- ☐ Complete an electrical consumption analysis of pump stations.
- ☐ Zero time-loss accidents and Notice of Violations from TCEQ.



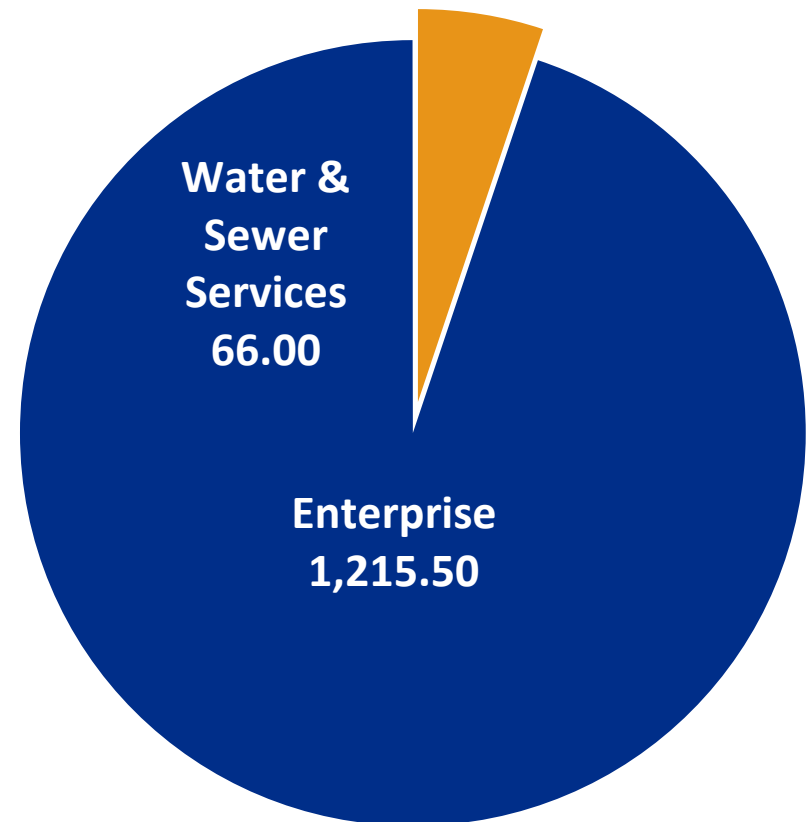
# How Water & Sewer Services Fit in the Enterprise in FY 18/19 – Staffing

55.61% of FTEs in Fund  
FTEs in the Water & Sewer  
Fund



Water & Sewer FTEs = 66.00  
Water & Sewer Fund FTEs = 118.69

5.15% of FTEs in Enterprise  
FTEs in All Funds

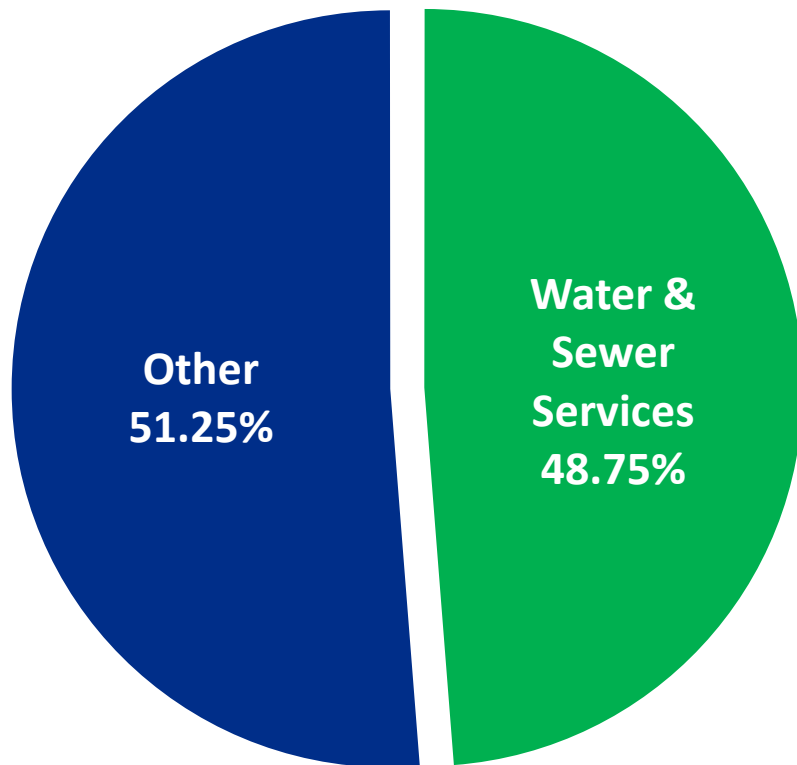


All Funds FTEs = 1,281.50

# How Water & Sewer Services Fit in the Enterprise in FY 18/19 – Budget

48.75% of Expenses in Fund  
Expenses in the Water & Sewer

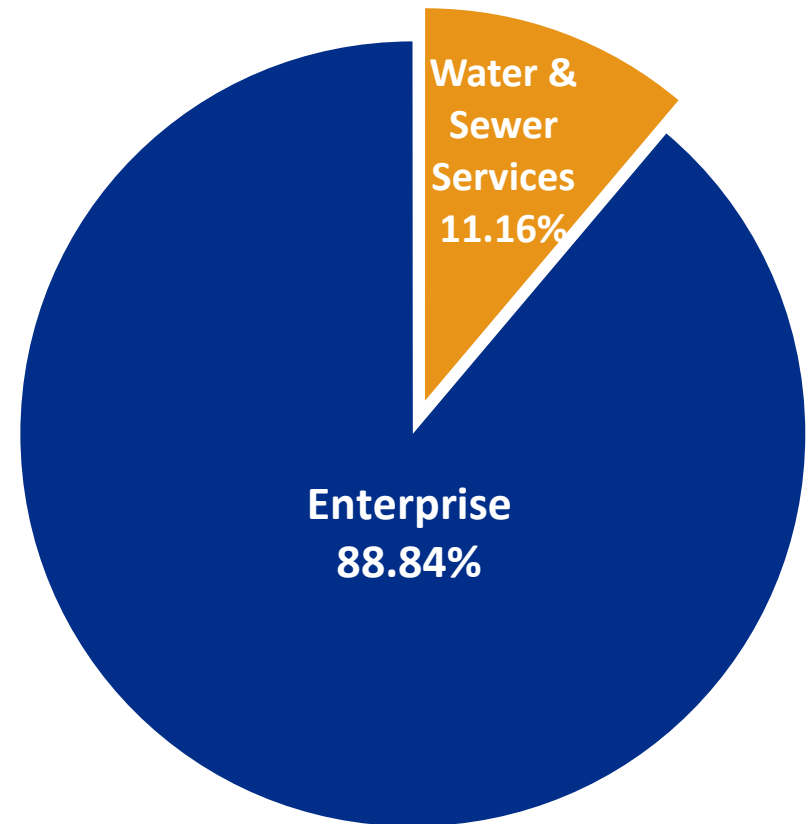
Fund



Water & Sewer Expense =  
\$20,241,494

Water & Sewer Fund = \$41,518,872

11.16% of Expenses in Enterprise  
Expenses in All Funds



All Funds = \$181,339,723





# Staffing

---

	<b>Budgeted FY16/17</b>	<b>Budgeted FY 17/18</b>	<b>Proposed FY 18/19</b>
FTEs	67.00	66.00	66.00

## FY 2018

Eliminated Water & Sewer Superintendent position.



# Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
<b>Revenue:</b>				
Operations Fees	\$ 39,430,376	\$ 40,336,026	\$ 40,006,004	\$ 41,142,747
Miscellaneous	466,027	588,912	327,987	376,125
Grants	-	-	1,443	-
From Water & Sewer Fund	-	-	-	-
To Water & Sewer Fund Balance	(20,508,464)	(18,954,377)	(21,879,831)	(21,277,378)
<b>Total</b>	\$ 19,387,939	\$ 21,970,561	\$ 18,455,603	\$ 20,241,494
=Base request				\$ 20,241,494
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Water & Sewer Fund				-
=Total				\$ 20,241,494



# Explanation of Revenue Variance

- ❑ Revenue increases due to increase in usage and number of customers.



# Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 2,582,059	\$ 2,858,580	\$ 2,393,797	\$ 2,945,187
• Materials & Supplies	889,199	995,500	824,076	988,667
• Contracts	14,951,334	17,001,481	14,491,442	15,201,270
• Electricity	699,082	770,000	503,617	780,000
• FFP Equipment/Vehicles	77,356	-	-	-
• Street Maintenance	40,477	100,000	75,000	75,000
• Capital Outlay	148,432	245,000	167,671	251,370
<b>Total</b>	<b>\$ 19,387,939</b>	<b>\$ 21,970,561</b>	<b>\$ 18,455,603</b>	<b>\$ 20,241,494</b>
=Base request				\$ 20,241,494
+Decision packages				-
=Total				\$ 20,241,494



# Explanation of Expense Variance

- ❑ Cost of living increase.
- ❑ Compensation equity – phase I.
- ❑ Inflationary increase.
- ❑ Reduced water & sewer contracts budget due to finding and fixing significant leaks. This reduced the cost of water purchased and sewer treated from WCID.



# Decision Packages Approved by City Manager

---

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages		\$0	\$0	\$0



# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Water Distribution Incentive Pay Increase, Budget Increase	1	\$31,203	\$0	\$31,203
Water Distribution Water Loss Technician, Personnel-New	2	87,308	0	87,308
Water Distribution Water Meter Replacement, Program-New	3	294,926	0	294,926
Water Distribution Valve & Fire Hydrant Crew, Program-New	4	144,826	0	144,826
Water Distribution Assistant Chief of Operator of Water, Personnel-New	5	64,087	0	64,087
Water Distribution ★ Total Decision Packages		\$622,350	\$0	\$622,350

# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Sanitary Sewers Incentive Pay Increase, Budget Increase	1	\$37,737	\$0	\$37,737
Sanitary Sewers Total Decision Packages		\$37,737	\$0	\$37,737





# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Water & Sewer Operations Incentive Pay Increase, Budget Increase	1	\$67,123	\$0	\$67,123
Water & Sewer Operations Assistant Chief Operator of Operations, Personnel-New	2	64,087	0	64,087
Water & Sewer Operations BPAT & CSI Incentive Pay Increase, Budget Increase	4	8,100	0	8,100
Water & Sewer Operations Total Decision Packages		\$139,310	\$0	\$139,310



# City Manager's Comments





***SOLID WASTE FUND***



# ***SOLID WASTE FUND SUMMARY***



# Solid Waste Fund Budget Summary FY 2019

# Solid Waste Fund

## Purpose

---

The Solid Waste Fund is an Enterprise Fund. The Solid Waste Fund provides garbage and brush removal services to the residents of the City.

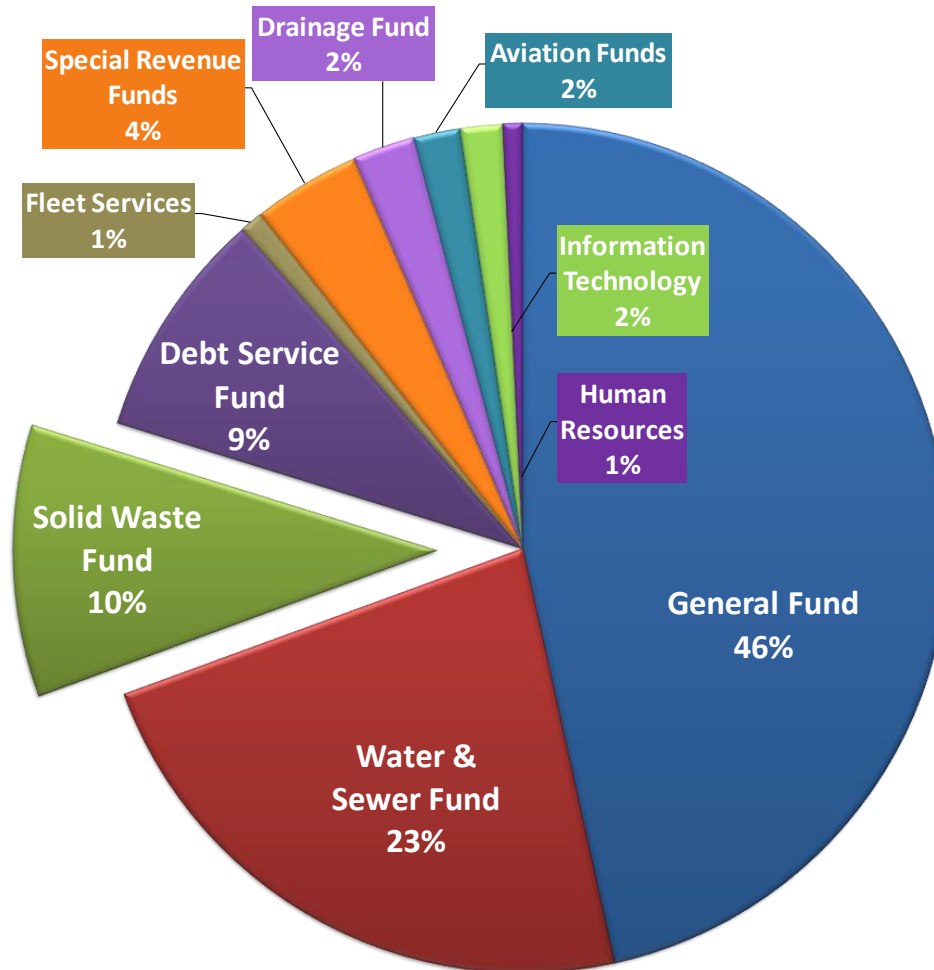
Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be recovered primarily through user charges.



# Solid Waste Fund

## How the Solid Waste Fund Fits Into the Enterprise

### FY 2019 Proposed Budget



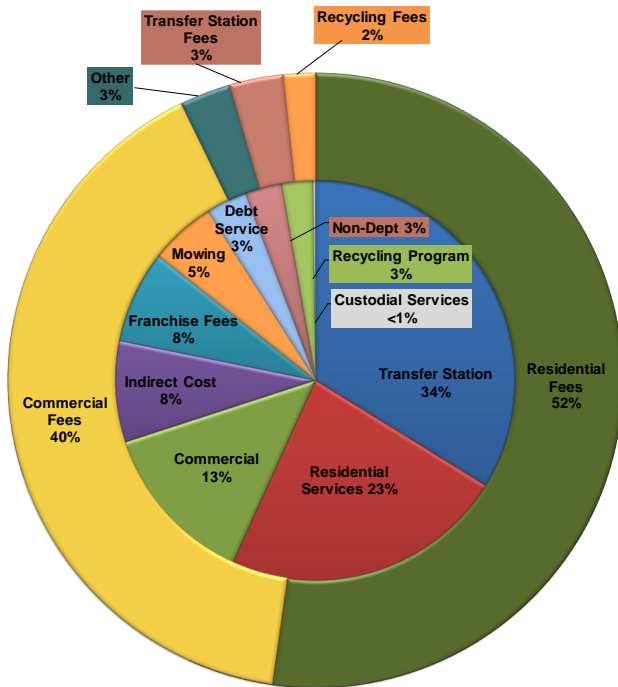
Total Operating Expenses = \$181,339,723



# Solid Waste Fund

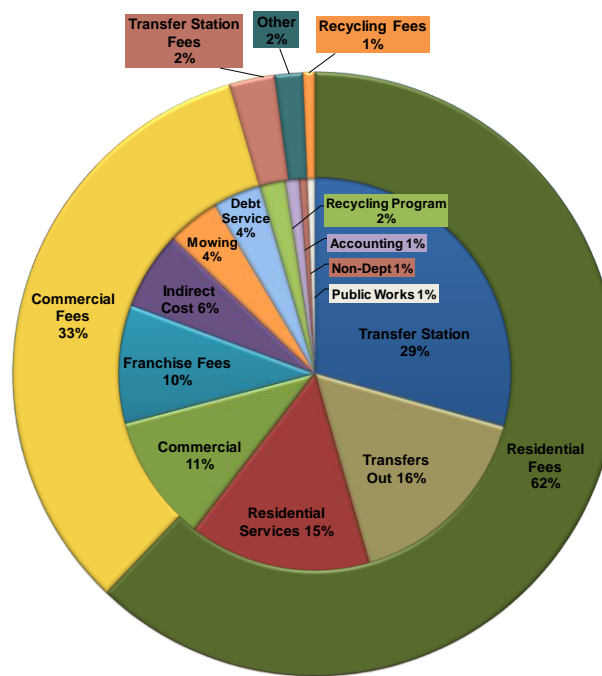
## Donut Charts

**Solid Waste Fund  
FY 2008  
Revenues & Expenses by Category**



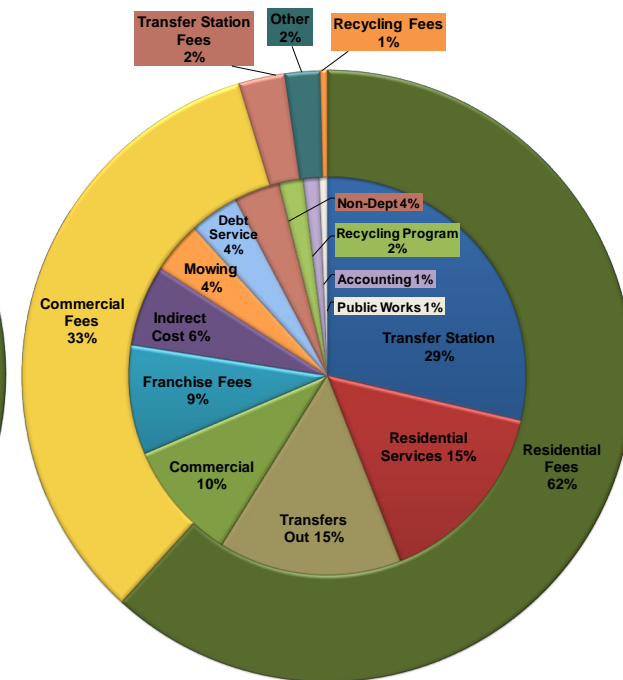
**Revenues: \$11,981,634**  
**Expenses: \$11,604,715**

**Solid Waste Fund  
FY 2018 Estimated Actuals  
Revenues & Expenses by Category**



**Revenues: \$18,239,739**  
**Expenses: \$16,555,096**

**Solid Waste Fund  
FY 2019 Proposed Budget  
Revenues & Expenses by Category**



**Revenues: \$18,768,780**  
**Expenses: \$18,768,780**





# Solid Waste Fund

## Revenue Budget

---

Revenues:	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Estimated Actual 2018</b>	<b>Proposed Budget 2019</b>
Residential fees	\$ 11,410,149	\$ 11,279,403	\$ 11,326,304	\$ 11,588,459
Commercial fees	6,251,292	6,134,330	6,076,983	6,302,411
Transfer Station Fees	468,518	443,065	447,954	458,668
Other	384,139	201,927	275,419	349,868
Recycling Fees	112,341	-	113,078	69,374
Transfer in	491,826	-	-	-
<b>Total revenues</b>	<b>\$ 19,118,266</b>	<b>\$ 18,058,725</b>	<b>\$ 18,239,739</b>	<b>\$ 18,768,780</b>



# Solid Waste Fund Rates

---

No change in fees since 2015.



# Solid Waste Fund

## User Fee Rates

---

### MONTHLY RATES - AUTOMATED ROLL-OUT CONTAINERS

Residential		Commercial	
Size	Monthly	Size	Monthly
96-gallon	\$ 19.78	300-gallon	\$ 57.10
64-gallon	17.63	96-gallon	21.30
32-gallon	16.25		

### MONTHLY RATES - CITY OWNED DUMPSTERS

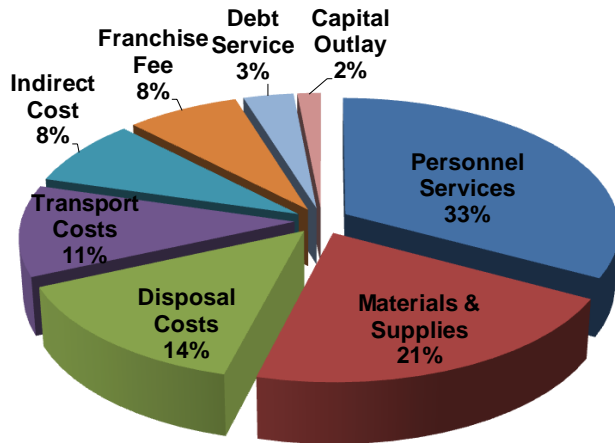
Dumpster Size	Scheduled Number of Pickups Per Week						
	1	2	3	4	5	6	7
2 cu. yd.	\$ 78.72	\$ 120.06	\$ 167.91	\$ 215.76	\$ 264.93	\$ 311.46	\$ 359.31
3 cu. yd.	96.07	149.04	209.89	270.77	331.65	392.50	453.40
4 cu. yd.	112.37	177.00	250.89	324.77	398.70	472.61	546.50
6 cu. yd.	147.77	234.92	334.87	434.81	534.76	634.70	734.65
8 cu. yd.	181.85	292.69	418.81	544.82	670.81	796.83	922.82



# Solid Waste Fund

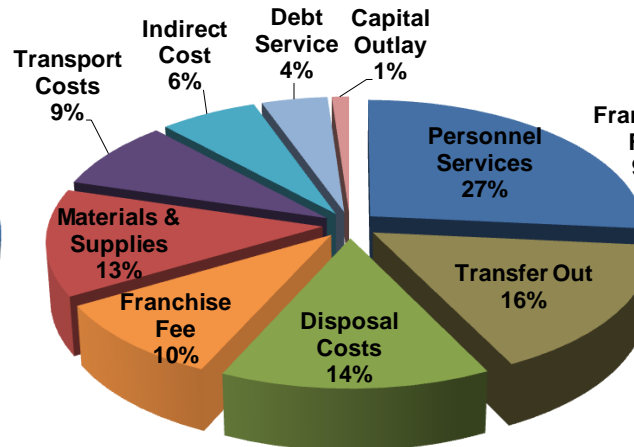
## Expense Categories

**Solid Waste Fund  
Expenses by Category  
FY 2008**



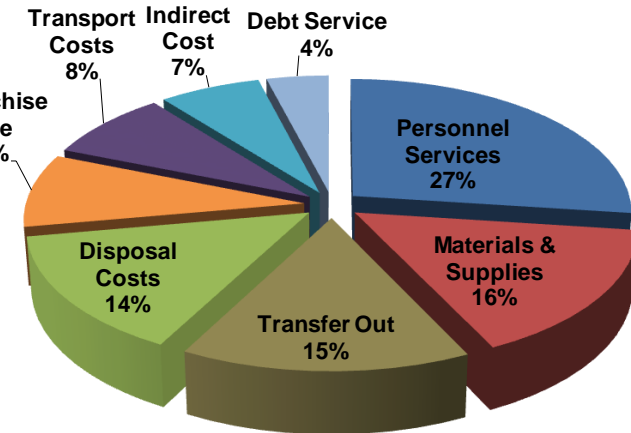
Revenues: \$11,981,634  
Expenses: \$11,604,715

**Solid Waste Fund  
Expenses by Category  
FY 2018 Estimated**



Revenues: \$18,239,739  
Expenses: \$16,555,096

**Solid Waste Fund  
Expenses by Category  
FY 2019 Proposed**



Revenues: \$18,768,780  
Expenses: \$18,768,780



# Solid Waste Fund

## Expense Budget

	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Estimated Actual 2018</b>	<b>Proposed Budget 2019</b>
Transfer station	\$ 4,949,180	\$ 5,221,301	\$ 4,864,201	\$ 5,375,596
Residential services	3,056,598	2,791,049	2,467,734	2,886,646
Fleet & Fleet Services	-	2,210,205	2,210,205	2,294,893
Commerical services	1,946,048	1,793,784	1,730,481	1,821,362
Franchise fees	1,603,869	1,616,789	1,616,789	1,667,644
Indirect cost	1,373,305	1,066,917	1,066,917	1,238,814
Mowing	791,312	782,120	660,836	789,628
Debt Service	295,268	719,643	719,643	759,618
Recycling Program	315,473	365,537	349,030	372,286
Information Technology	50,302	266,816	270,409	290,600
Non-departmental	288,226	34,956	77,695	663,361
Risk Management	-	196,129	196,129	205,169
Accounting	198,699	210,967	190,665	243,146
Public works	42,032	106,715	103,295	124,161
Building Maintenance	19,705	17,753	17,753	21,875
Human Resources	24,544	13,315	13,315	13,981
Transfer out	1,677,216	-	-	-
<b>Total Expenses</b>	<b>\$ 16,631,777</b>	<b>\$ 17,413,996</b>	<b>\$ 16,555,096</b>	<b>\$ 18,768,780</b>



# Solid Waste Fund

## Fund Balance

---

	<b>FY 2017 Actual</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 Estimated Actual</b>	<b>FY 2019 Proposed Budget</b>
Beginning Fund Balance	\$ 2,990,932	\$ 5,477,421	\$ 5,477,421	\$ 4,961,346
Revenues	19,118,266	18,058,725	18,239,739	18,768,780
Expenses	16,631,777	17,636,241	16,555,096	18,768,780
Transfers to CIP	-	-	2,200,718	-
Net Change in Fund Balance	2,486,489	422,484	(516,075)	-
Ending Fund Balance	<u>\$ 5,477,421</u>	<u>\$ 5,899,905</u>	<u>\$ 4,961,346</u>	<u>\$ 4,961,346</u>
Fund Balance Percent	45.73%	48.80%	45.07%	37.95%



# Solid Waste Fund

## Staffing

---

	<b>Actual FY 2016-17</b>	<b>Budgeted FY 2017-18</b>	<b>Estimated Actual FY 2017-18</b>	<b>Proposed FY 2018-19</b>
FTEs	106.76	102.34	102.34	105.62



# Solid Waste Fund

## Staffing by Department

---

<b>Department</b>	<b>Estimated FY 2018</b>	<b>Proposed FY 2019</b>	<b>Difference</b>
Residential Operations	37.00	37.00	0.00
Commercial Operations	23.00	23.00	0.00
Mowing Operations	16.50	16.50	0.00
Transfer Station	15.50	16.50	1.00
Recycling	5.18	5.18	0.00
Accounting	4.00	5.00	1.00
Public Works	1.16	1.44	0.28
<b>Total FTEs</b>	<b>102.34</b>	<b>104.62</b>	<b>2.28</b>





# Solid Waste Fund

## Change in Staffing

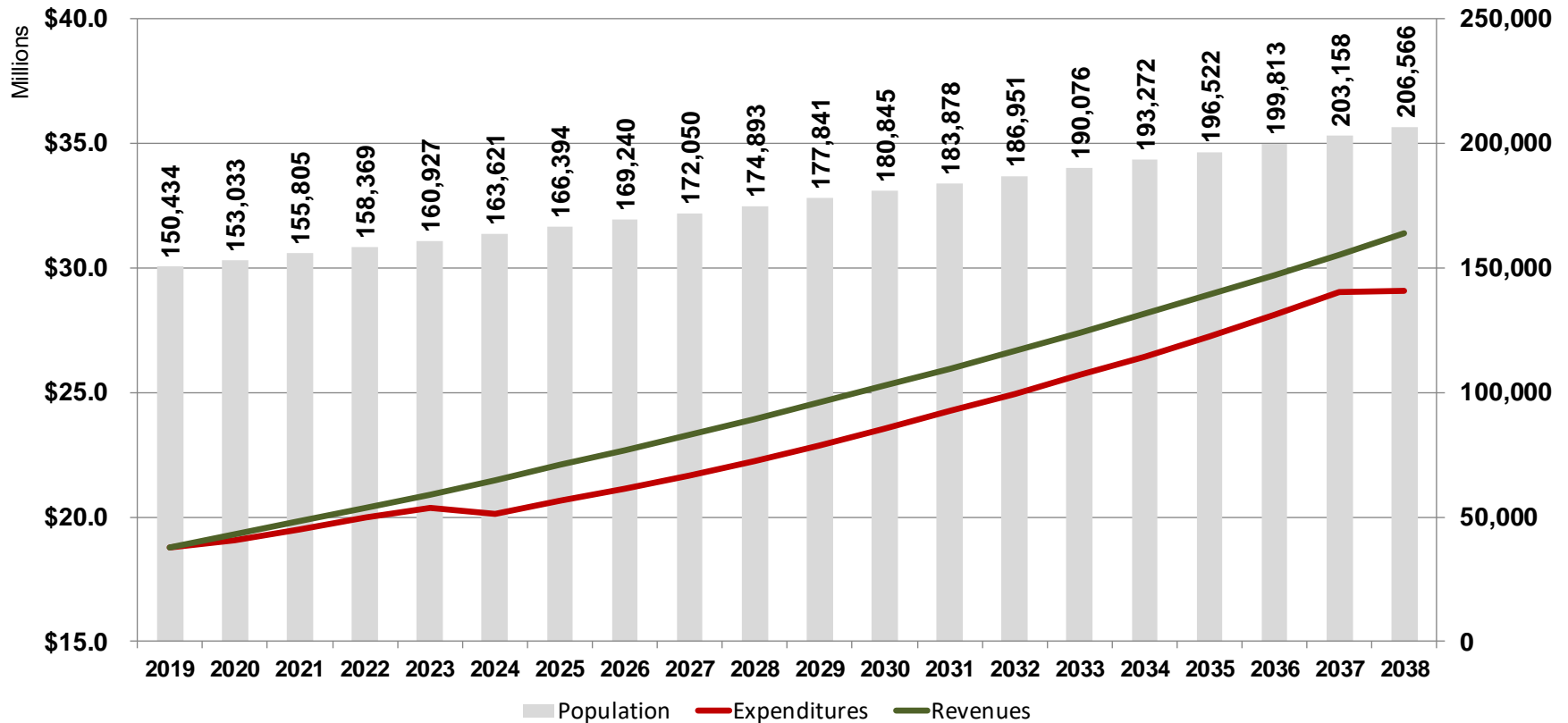
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<b>Department</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<b>FTE</b>	<b>FTE</b>
	<b>Change</b>	<b>Change</b>
Mowing Operations	-4.00	0.00
Transfer Station	0.00	1.00
Accounting	0.00	1.00
Public Works	0.00	0.28



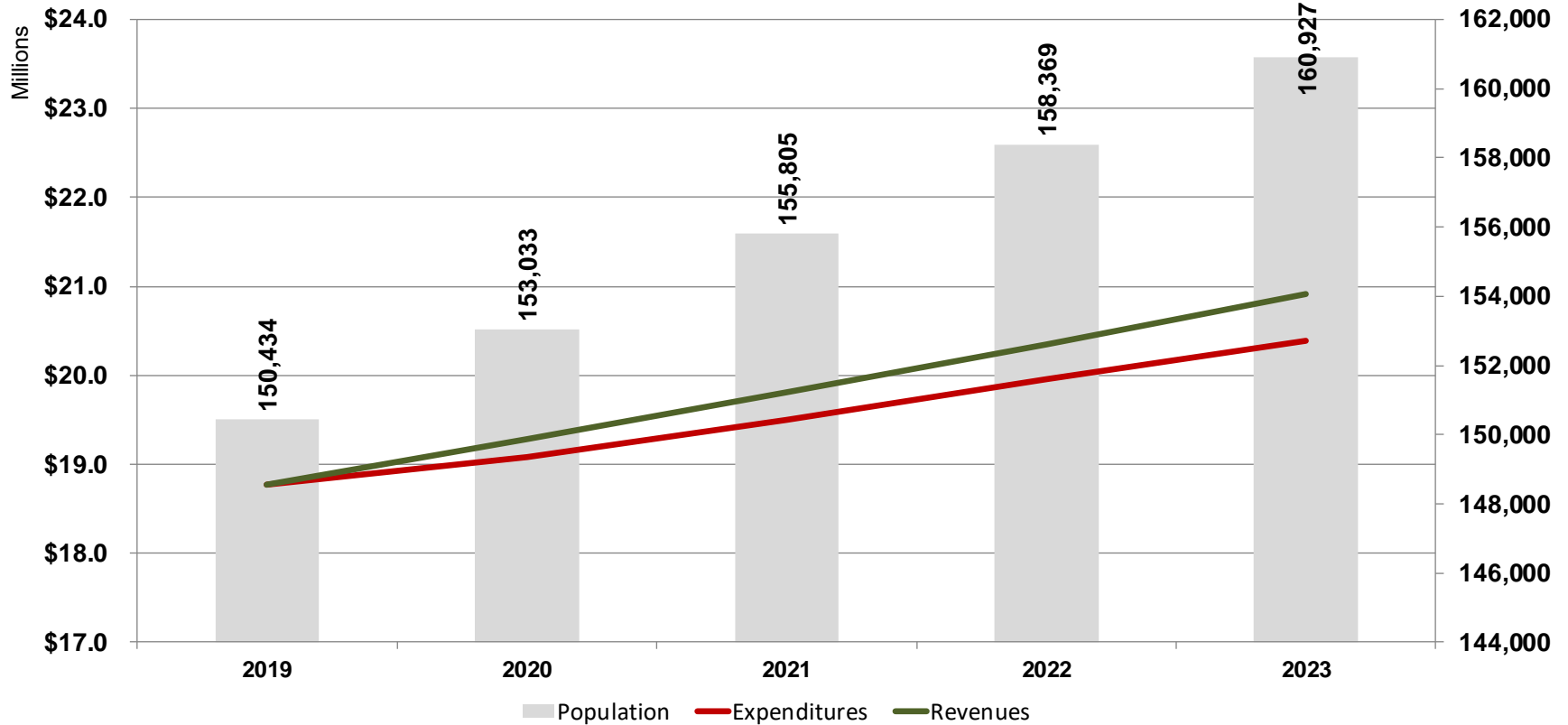
# Solid Waste Fund

## Long-term Projections



# Solid Waste Fund

## 5 Year Forecast



# City Manager's Comments





***PUBLIC WORKS***



# FY 2019 Proposed Budget Presentation

Fund: Solid Waste

Department: Public Works

Divisions: Accounting, Residential,  
Commercial, Recycling, and  
Transfer Station

# Mission

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The Solid Waste Division's mission is to collect, process, and dispose of solid waste refuse and recycled materials.



# Mission Elements

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## ☐ Residential Collection

- Efficiently collect garbage, brush, and bulk waste on schedule.
- Conduct annual spring clean-up event.
- Plan and develop expansion of the solid waste enterprise.

## ☐ Commercial Collection

- Efficiently operate garbage collection routes 7 days per week.
- Provide roll-off services to businesses for construction projects.

## ☐ Recycle Services

- Administer programs to increase recycling and reduce litter.
- Collect, sort, and sell recyclables.
- Conduct at least one Household Hazardous Waste Collection Event each year.
- Education.

## ☐ Transfer Station

- Receive and transport material to landfill.
- Maintain the closed landfill.

## ☐ Accounting

- Provide customer service for residential and commercial customers.
- Process all financial transactions and maintain financial records for the division.





# By the Numbers:

---

## ☐ Residential Collection:

<input type="checkbox"/> New Residential Containers:	1,793
<input type="checkbox"/> Annual Special Collections/Reloads:	43,338
<input type="checkbox"/> Residential Customers:	50,000

## ☐ Commercial Collection:

<input type="checkbox"/> Commercial Customers:	2,443
--	-------

## ☐ Recycling:

<input type="checkbox"/> Annual Tons of Recyclables:	911
--	-----

## ☐ Transfer Station:

<input type="checkbox"/> Annual Tons of Refuse Processed:	102,984
---	---------

## ☐ Accounting:

<input type="checkbox"/> Customer Service Contacts:	101,180
---	---------



# Goals for FY 18/19

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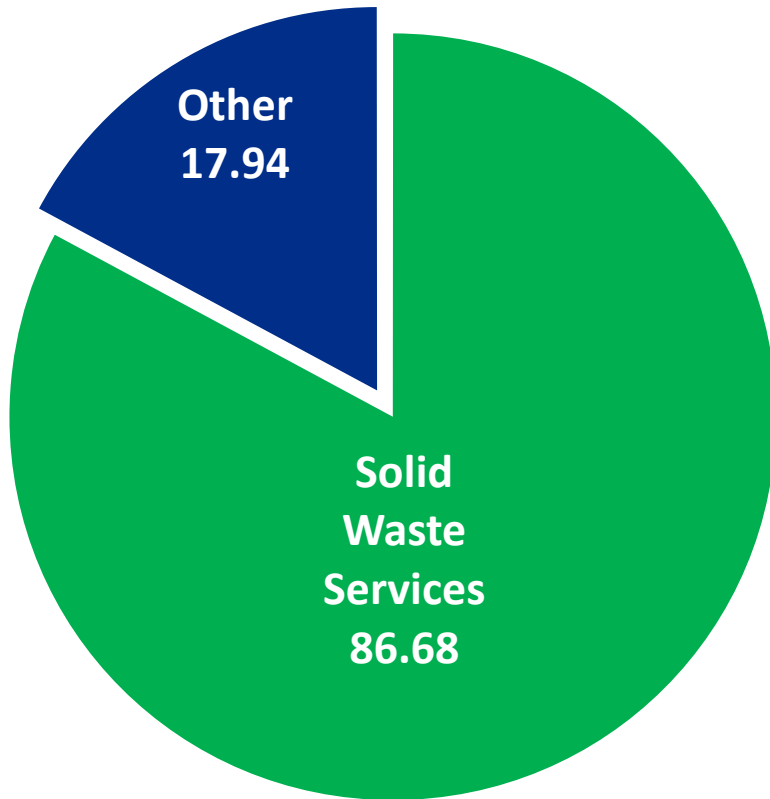
- ❑ Streamline residential route services by implementing route realignment to allow for the most efficient use of resources, while encompassing the growth of the City.
- ❑ Improve division's fleet by replacing six aging vehicles with newer more environmentally friendly vehicles.
- ❑ Evaluate residential and commercial customer fees, as recommended in the Solid Waste Master Plan and Rate Study.
- ❑ Revise and implement policies and procedures for Solid Waste Operations.



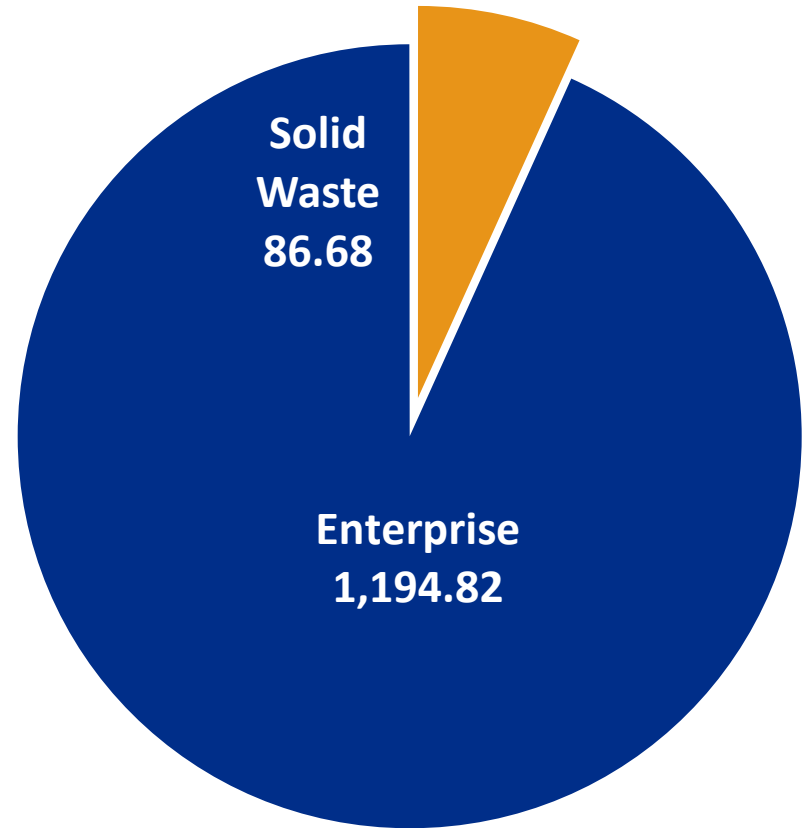
# How Solid Waste Fits in the Enterprise in FY 18/19 – Staffing

---

82.85% of FTEs in Fund  
FTEs in the Solid Waste Fund



6.76% of FTEs in Enterprise  
FTEs in All Funds



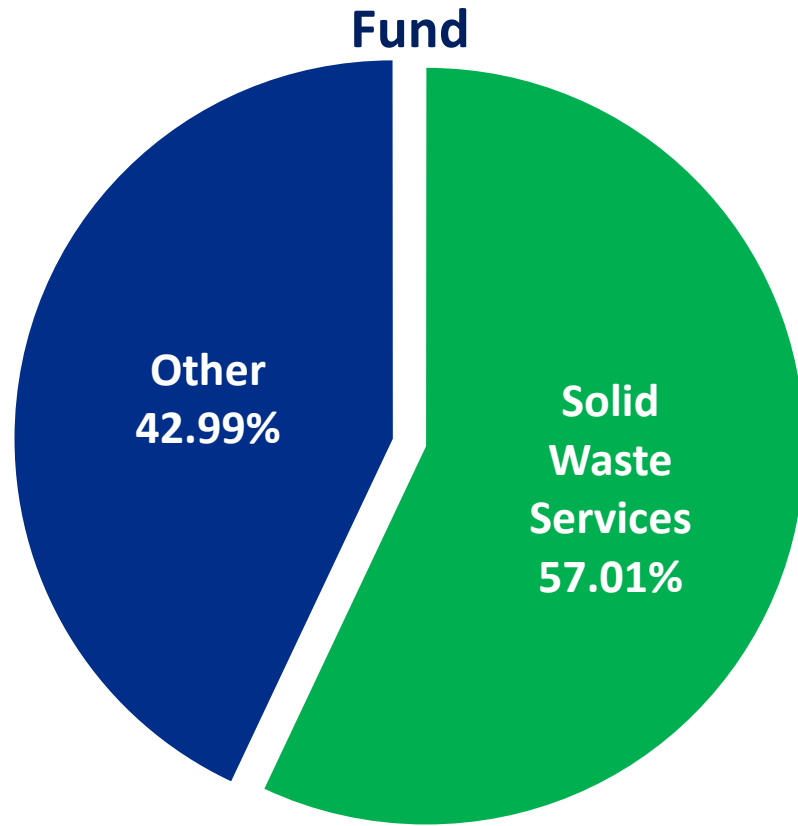
 Solid Waste Services FTEs = 86.68  
Solid Waste Fund FTEs = 104.62

All Funds = 1,281.50

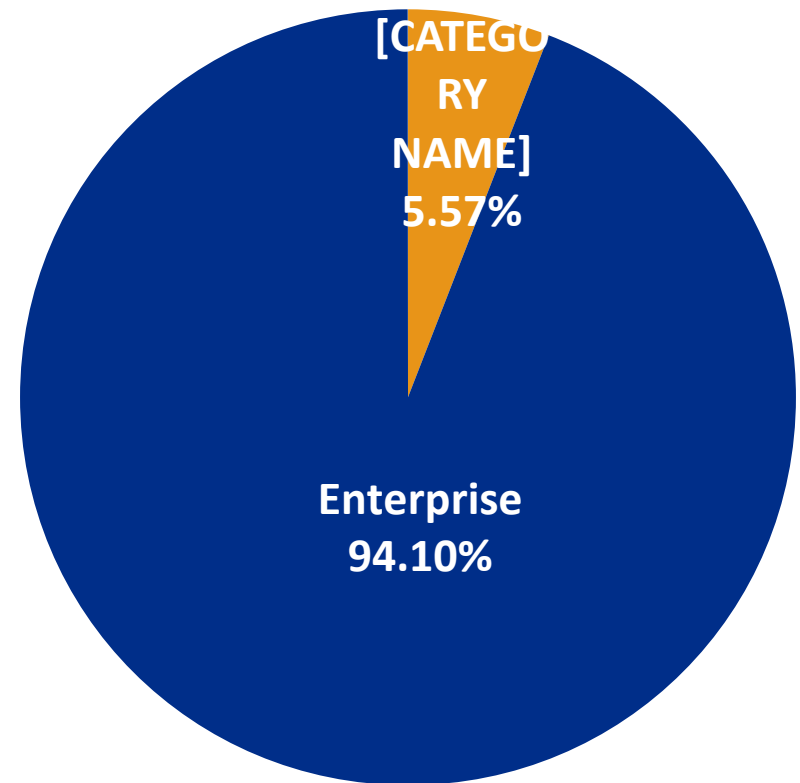
# How Solid Waste Fits in the Enterprise in FY 18/19 – Budget

---

57.01% of Expenses in Fund  
Expenses in the Solid Waste



5.90% of Expenses in Enterprise  
Expenses in All Funds



 Solid Waste Services Expense = \$10,701,937  
Solid Waste Fund Expense = \$18,768,780

All Funds = \$181,339,723

# Staffing

---

	<b>Budgeted FY16/17</b>	<b>Budgeted FY 17/18</b>	<b>Proposed FY 18/19</b>
FTEs	85.66	84.68	86.68

## FY 2018

Transferred Director to Public Works Administration to create Assistant Director of Public Works.

## FY 2019

Accounting Specialist and Equipment Operator positions were added as part of approved decision packages.



# Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
<b>Revenue:</b>				
Operations Fees	\$ 18,362,995	\$ 17,964,316	\$ 18,036,432	\$ 18,529,376
Miscellaneous	263,444	94,409	133,383	239,404
Grants	-	-	-	-
From Solid Waste Fund	-	-	-	-
To Solid Waste Fund Balance	(8,160,442)	(7,676,087)	(7,917,359)	(8,152,095)
<b>Total</b>	<b>\$ 10,465,998</b>	<b>\$ 10,382,638</b>	<b>\$ 10,252,456</b>	<b>\$ 10,616,685</b>
=Base request				\$ 10,616,685
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Solid Waste Fund				85,252
=Total				\$ 10,701,937



# Explanation of Revenue Variance

- ☐ Operation fees revenue increase due to increase in number of customers.
- ☐ Miscellaneous revenues increase –
  - ☐ Interest income.
  - ☐ Compost facility lease.
  - ☐ Knife River/Asphalt Company lease.
  - ☐ Lease of old transfer station.



# Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 3,790,458	\$ 4,033,419	\$ 3,718,029	\$ 4,214,167
• Materials & Supplies	2,642,674	2,085,322	2,081,679	2,070,483
• Contracts	4,032,865	4,263,897	4,265,748	4,332,035
• Capital Outlay	-	-	187,000	-
<b>Total</b>	\$ 10,465,998	\$ 10,382,638	\$ 10,252,456	\$ 10,616,685
=Base request				\$ 10,616,685
+Decision packages				85,252
=Total				\$ 10,701,937





# Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Compensation equity – phase I.
- ☐ Inflationary increase.
- ☐ Decrease in capital outlay.



# Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Accounting Division: Accounting Specialist, Personnel-New	1	\$36,914	\$0	\$36,914
Transfer Station Division: Manager of Solid Waste Ops, Personnel-Reclassification	1	9,320	0	9,320
Transfer Station Division: Equipment Operator, Personnel-New	2	39,018	0	39,018
Total Decision Packages		\$85,252	\$0	\$85,252



# Decision Packages Disapproved by City Manager

---

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



# City Manager's Comments





***AVIATION FUNDS***



# ***AVIATION FUNDS SUMMARY***



# Aviation Funds Budget Summary FY 2019

# Aviation Funds

## Purpose

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The Aviation Funds are comprised of two enterprise funds: Killeen-Fort Hood Regional Airport Fund (KFHRA) and Skylark Field Fund. KFHRA provides regional passengers commercial aviation services to the residents of the City. Skylark Field provides general aviation services to the residents of the City.

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be recovered primarily through user charges.

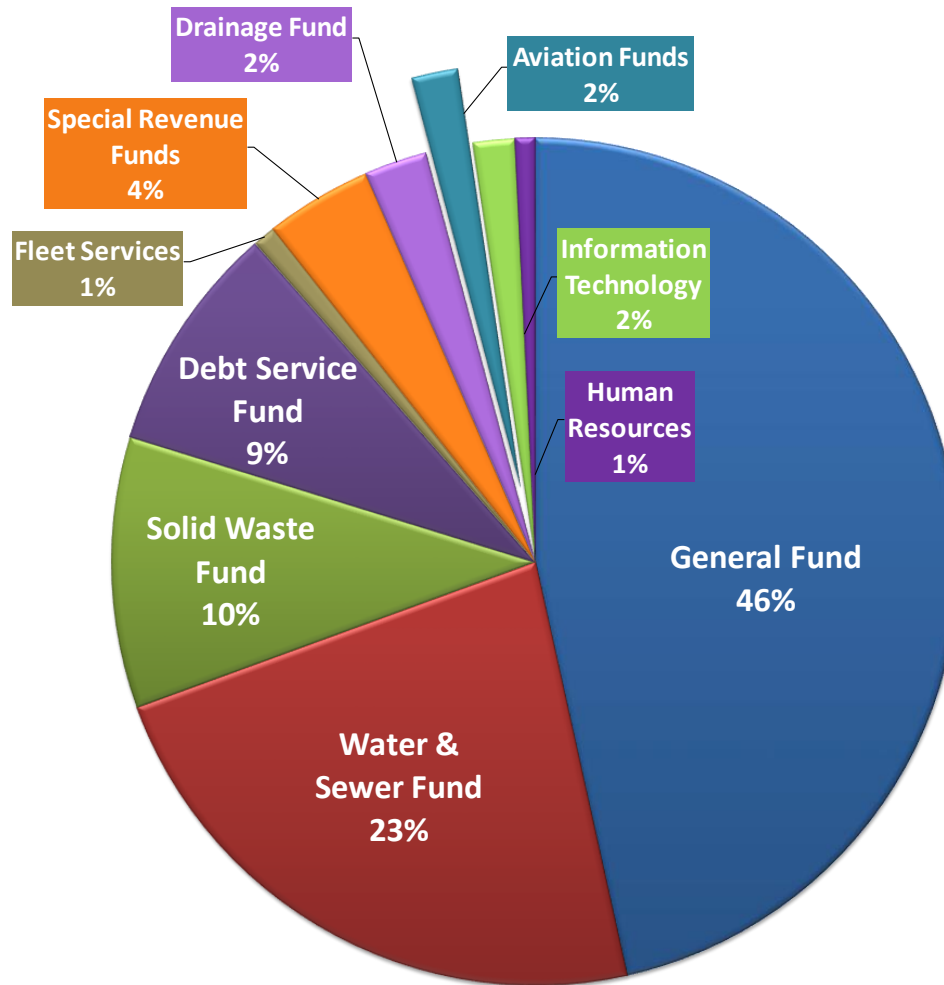




# Aviation

## How the Fund Fits Into the Enterprise

### FY 2019 Proposed Budget



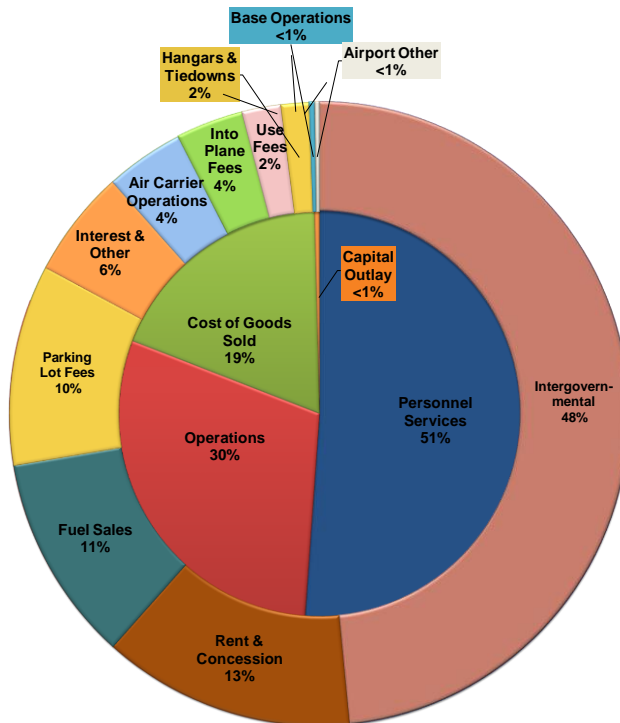
Total Operating Expenses = \$181,339,723



# Aviation Funds

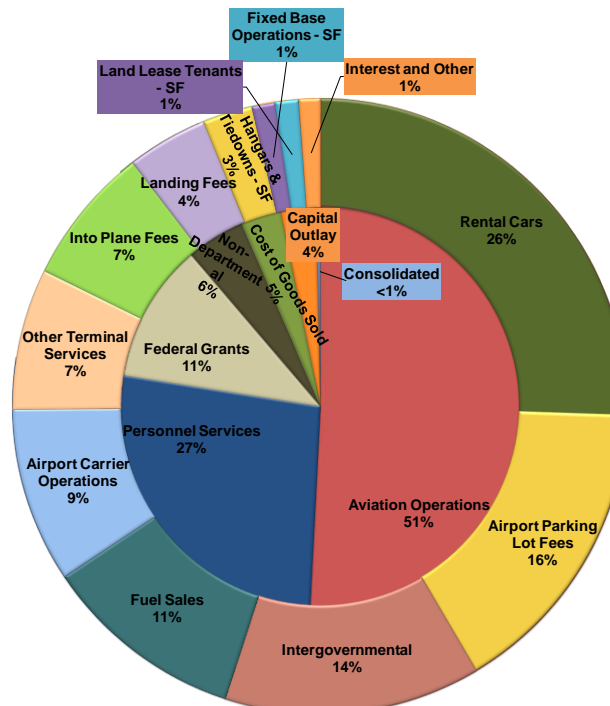
## Donut Charts

**FY2008**  
Aviation Funds  
Revenues & Expenses by Category



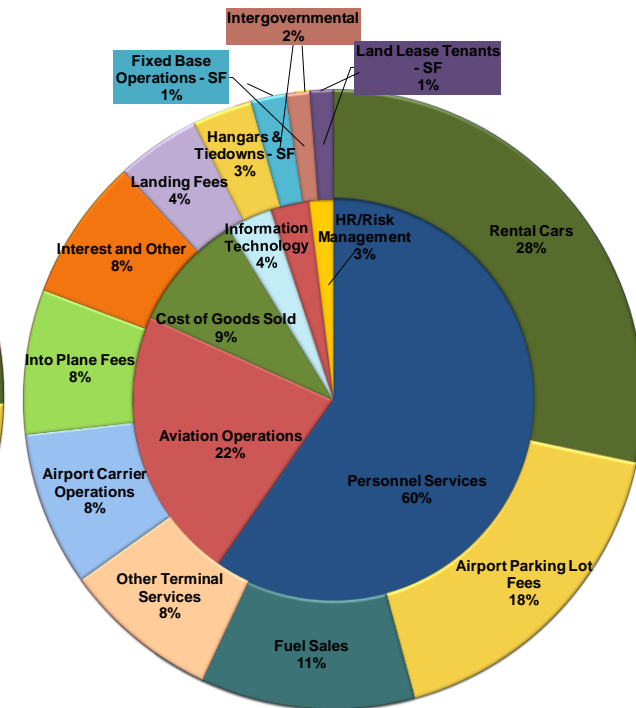
Total Revenues = \$3,192,764.  
Total Expenses = \$3,441,926

**FY 2018 Estimated Actuals**  
Aviation Funds  
Revenues & Expenses by Category



Total Revenues = \$3,192,764  
Total Expenses = \$3,449,202

**FY 2019 Proposed Budget**  
Aviation Funds  
Revenues & Expenses by Category



Total Revenues = \$3,034,539  
Total Expenses = \$3,219,124



# Aviation Funds

## Revenue Budget

	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Estimated Actual 2018</b>	<b>Proposed Budget 2019</b>
Rental Cars	\$ 843,106	\$ 793,257	\$ 814,992	\$ 859,134
Airport Parking Lot Fees	568,587	592,342	510,556	530,040
Fuel Sales	366,690	310,262	338,893	339,206
Other Terminal Services	227,859	230,774	237,137	248,397
Airport Carrier Operations	316,735	311,648	294,494	245,789
Into Plane Fees	256,695	309,051	232,313	228,511
Customer Facility Charges	-	-	-	145,000
Landing Fees	169,978	158,814	135,833	133,611
Hangars & Tiedowns	84,571	89,853	84,223	95,454
Intergovernmental (Includes Grants)	450,481	41,600	430,886	55,800
Insurance proceeds	5,240	-	-	50,000
Fixed Base Operations	30,660	40,251	39,182	37,800
Land Lease Tenants	33,765	38,537	38,537	35,837
Retail Stores	11,344	11,257	11,339	11,379
Food and Beverage	27,784	16,226	9,501	8,204
Airport Other	3,187	6,710	4,012	4,532
Airport Use Fees	3,037	3,825	3,109	3,245
Interest & Other	15,905	3,003	7,757	2,600
<b>Total Revenues</b>	<b>\$ 3,415,624</b>	<b>\$2,957,410</b>	<b>\$ 3,192,764</b>	<b>\$ 3,034,539</b>



# Aviation Funds

## Expense Budget

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	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Estimated Actual 2018</b>	<b>Proposed Budget 2019</b>
Aviation Operations	\$ 2,591,642	\$2,575,667	\$ 2,395,878	\$ 2,632,723
Cost of Goods Sold	263,776	265,532	295,270	306,460
Information Technology*	108,104	114,150	114,150	117,118
Risk Management*	-	93,893	93,893	98,221
Non-Departmental	77,744	11,276	11,276	61,276
Human Resources*	404	23,079	4,000	3,326
Grants - Capital Outlay	385,633	519,735	534,735	-
<b>Total Expenses</b>	<b>\$ 3,427,303</b>	<b>\$3,603,332</b>	<b>\$ 3,449,202</b>	<b>\$ 3,219,124</b>



# Aviation Funds

## KFHRA Parking Rates

---

No change in fees.



# Aviation Funds

## KFHRA Parking Rates

---

### KFHRA Parking Rates

<u>Time-frame</u>	<u>Short-term</u>	<u>Long-term</u>
31 - 60 minutes	\$ 1.00	\$ 1.00
Each additional 30 minutes	1.00	1.00
Maximum for 24-hour period	10.00	8.00
Maximum for 7-day period	60.00	48.00



# Aviation Funds

## Skylark Field Rental Rates

---

No change in rental rates.



# Aviation Funds

## Skylark Field Rental Rates

---

### Skylark Field Monthly Hangar Rental

#### T-Hangar Rental

A	\$ 243.90
B	221.87
C	199.58
D	172.33
E	140.95
F	264.27
G	242.25
H	214.72

#### T-Hangar End Units

A	\$ 82.59
B	60.57

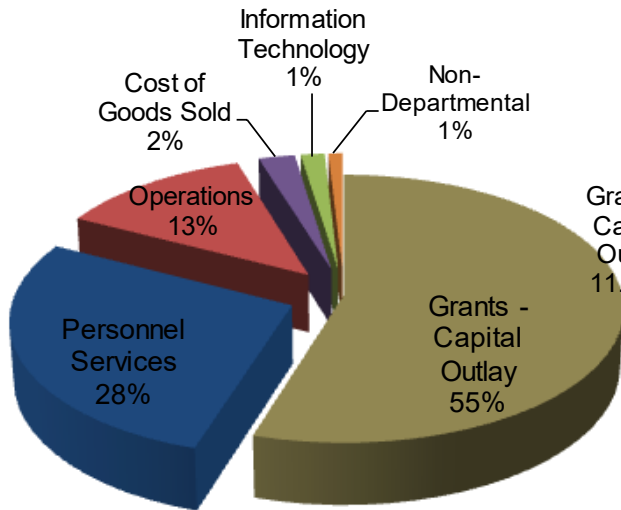




# Aviation Funds

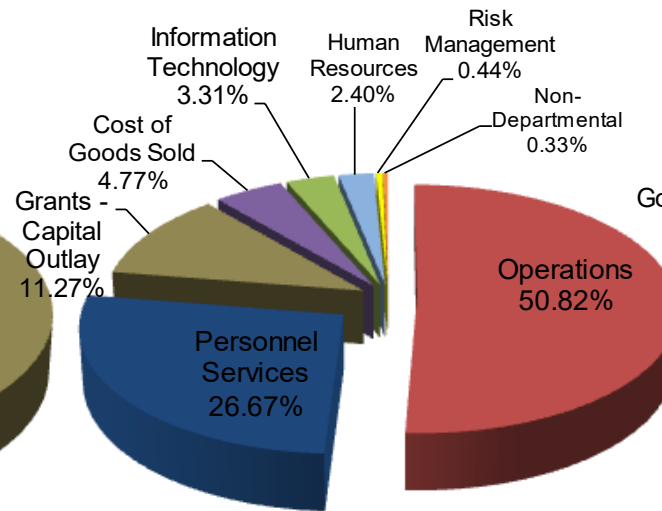
## Expense Categories

**FY 2008 Actual**



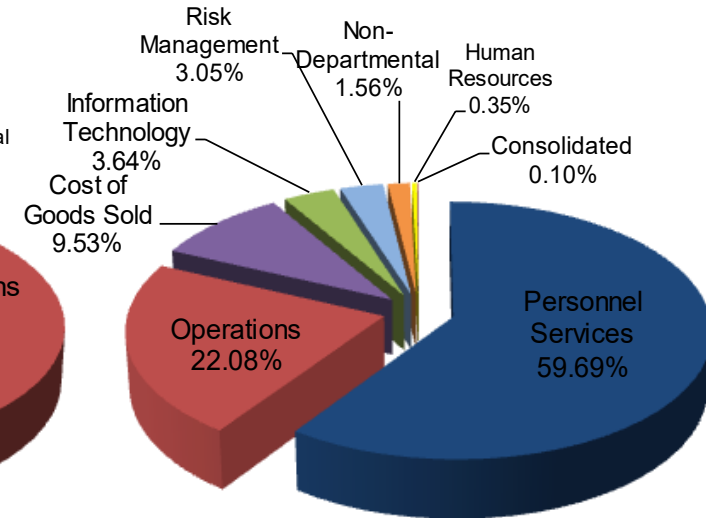
**Total Revenues = \$6,426,960**  
**Total Expenses = \$5,932,924**

**FY 2018 Estimated Actual**



**Total Revenues = \$3,192,764**  
**Total Expenses = \$3,449,202**

**FY 2019 Proposed Budget**



**Total Revenues = \$3,034,539**  
**Total Expenses = \$3,219,124**



# Aviation Funds

## Fund Balance

---

	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Estimated Actual 2018</b>	<b>Proposed Budget 2019</b>
Beginning Fund Balance	\$ 569,561	\$ 557,882	\$ 557,882	\$ 301,444
Revenues	3,415,624	2,957,410	3,192,764	3,034,539
Expenses	<u>3,427,303</u>	<u>3,603,332</u>	<u>3,449,202</u>	<u>3,219,124</u>
Net Change in Fund Balance	<u>(11,679)</u>	<u>(645,922)</u>	<u>(256,438)</u>	<u>(184,585)</u>
Ending Fund Balance	<u>\$ 557,882</u>	<u>\$ (88,040)</u>	<u>\$ 301,444</u>	<u>\$ 116,859</u>
Fund Balance Percent	18.61%	-3.05%	11.25%	3.63%



# Aviation Funds

## Staffing

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	<b>Actual FY 2016-17</b>	<b>Budgeted FY 2017-18</b>	<b>Estimated Actual FY 2017-18</b>	<b>Proposed FY 2018-19</b>
FTEs	42	39.68	39.68	39.00



# Aviation Funds

## Staffing by Department

---

<b>Department</b>	<b>Estimated Actual 2018</b>	<b>Budgeted FY 2019</b>	<b>Difference</b>
Operations	36.34	36.00	-0.34
Skylark Field	3.34	3.00	-0.34
Total FTEs	39.68	39.00	-0.68



# Aviation Funds

## Change in Staffing

---

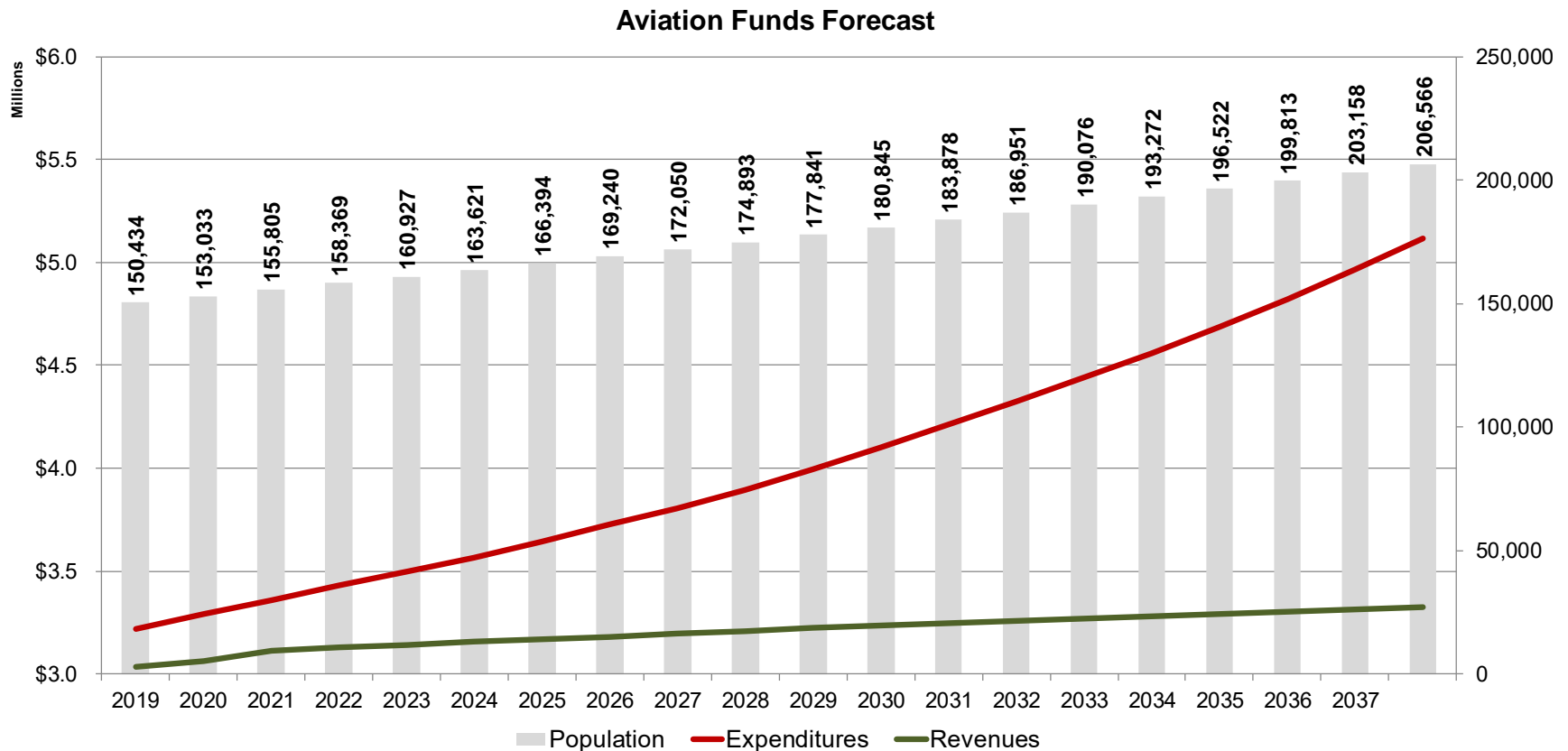
	<b>FY 2018*</b>	<b>FY 2019</b>
<b>Department</b>	<b>FTE Change</b>	<b>FTE Change</b>
Operations	-0.66	-0.34
Skylark Field	-0.66	-0.34
<b>Total FTEs</b>	<b>-1.32</b>	<b>-0.68</b>

\*2 filled positions were funded thru 01/31/2018



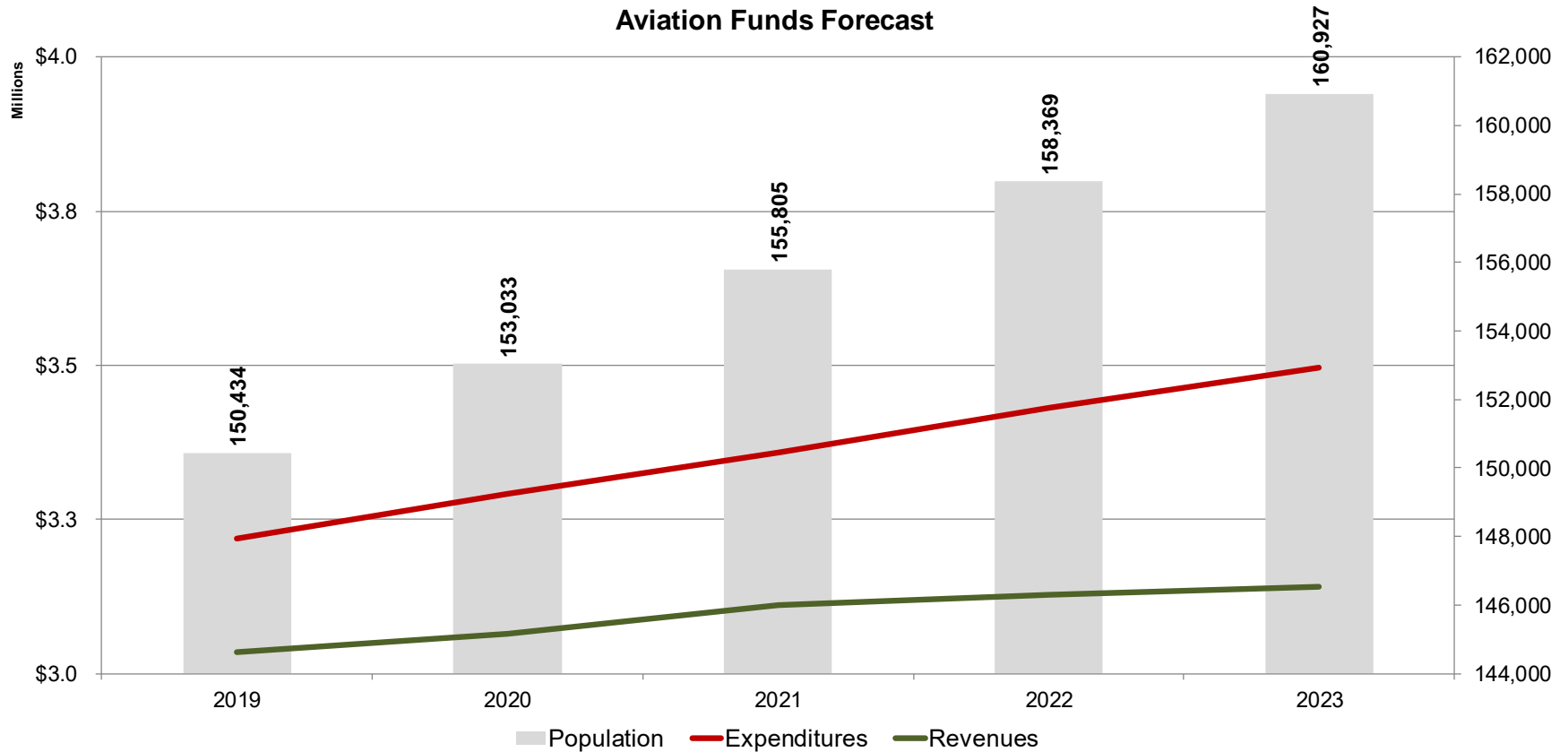
# Aviation Funds

## Long-term Projections



# Aviation Funds

## 5 Year Forecast



# City Manager's Comments







***KILLEEN-FORT HOOD  
REGIONAL AIRPORT  
FUND***



# FY 2019 Proposed Budget Presentation

Fund: Aviation Fund

Department: Aviation Operations

Division: Killeen-Fort Hood Regional  
Airport

# Mission

---

To provide a safe, reliable, and efficient  
commercial service Airport



# Mission Elements

---

- ☐ Maintain airport-owned facilities and equipment
- ☐ Manage airport operations
- ☐ Plan and develop airport



# By the Numbers:

---

- ❑ Maintain airport-owned facilities and equipment:
  - ❑ Time to respond to tenant work orders 2 hrs
  - ❑ Daily Terminal equipment inspections 1
  - ❑ Daily fueling inspections 2
  - ❑ Daily GSE inspections 1
  - ❑ Daily major equipment inspections 1
  - ❑ Weekly duress alarm test 1



# By the Numbers:

---

## ☐ Manage Airport Operations:

- |   |   |
|---|---|
| <input type="checkbox"/> Number of daily airport inspections                                      | 4 |
| <input type="checkbox"/> Review/update Certification Manual                                       | 1 |
| <input type="checkbox"/> Review/update Emergency Plan   | 1 |
| <input type="checkbox"/> Review/update Security Plan  | 1 |
| <input type="checkbox"/> Review Joint Operations Plan w/RGAAF                                     | 1 |
| <input type="checkbox"/> Ensure safe, regulatory compliant Airport (FAA certification inspection) | 1 |



# By the Numbers:

---

## ☐ Plan and Develop Airport:

- ☐ Initiation of projects in annual CIP 2
- ☐ Submit annual CIP to FAA 1
- ☐ Design/initiate construction of rental car carwash upgrade 1
- ☐ Design/initiate construction of rental car covered parking 1
- ☐ Continue construction of boarding bridges 1
- ☐ Design/construct commercial hangar 1
- ☐ Complete Airport Master Plan 1



# Goals for FY 19

---

- ☐ Complete the Airport Master Plan
- ☐ Continue construction for the passenger boarding bridge project
- ☐ Design/initiate construction of a commercial hangar (pending FAA MAP Grant approval)
- ☐ Design/initiate construction of rental car quick-turn facility car wash improvements
- ☐ Design/initiate construction of rental car covered parking



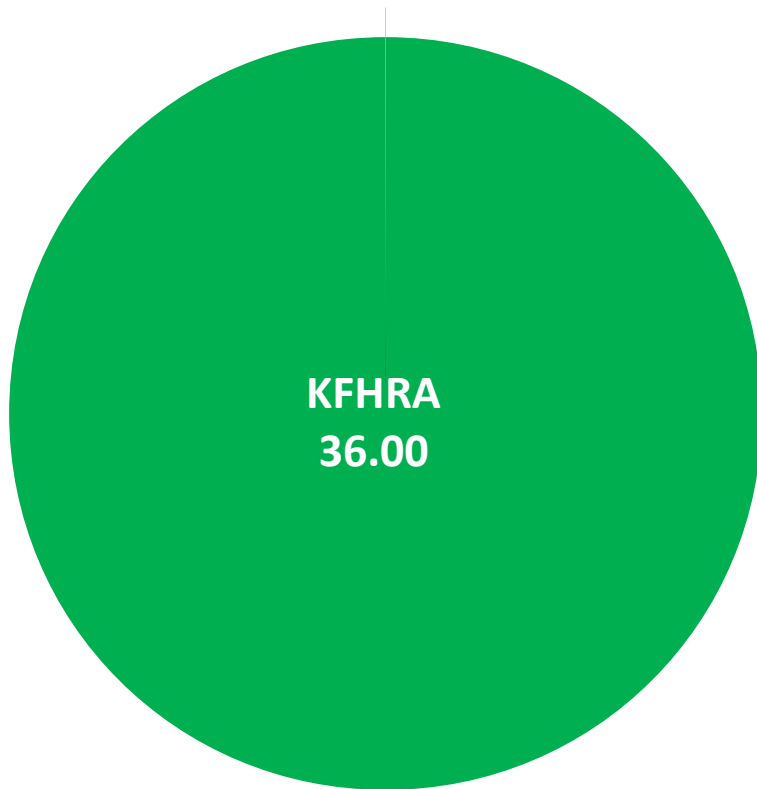


# How KFHRA Fits in the Enterprise in FY 19 – Staffing

---

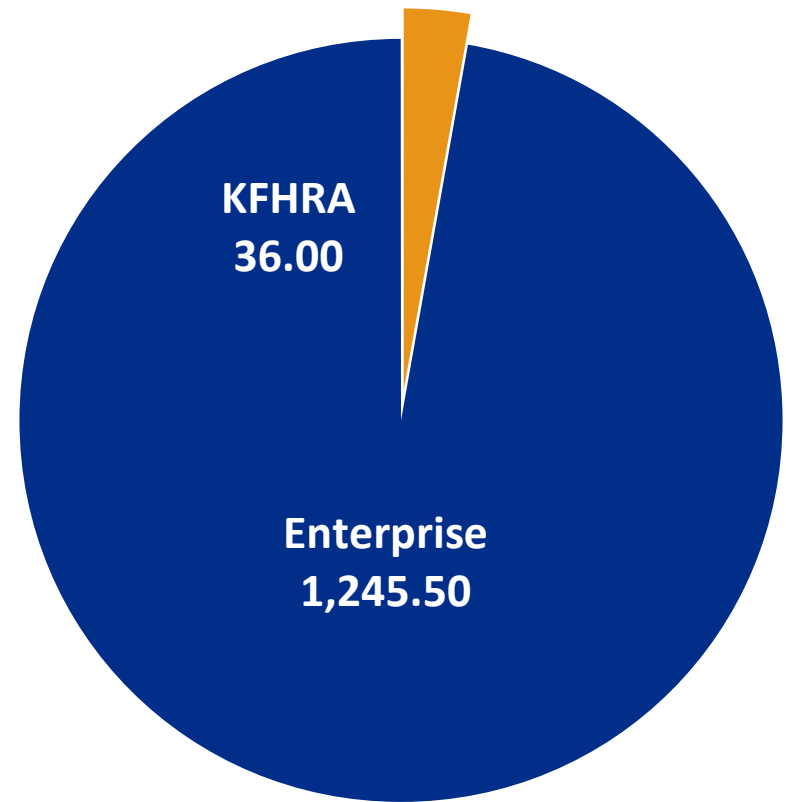
100% of FTEs in Fund

FTEs in the KFHRA Fund



2.81% of FTEs in Enterprise

FTEs in All Funds



All Funds FTEs = 1,281.50

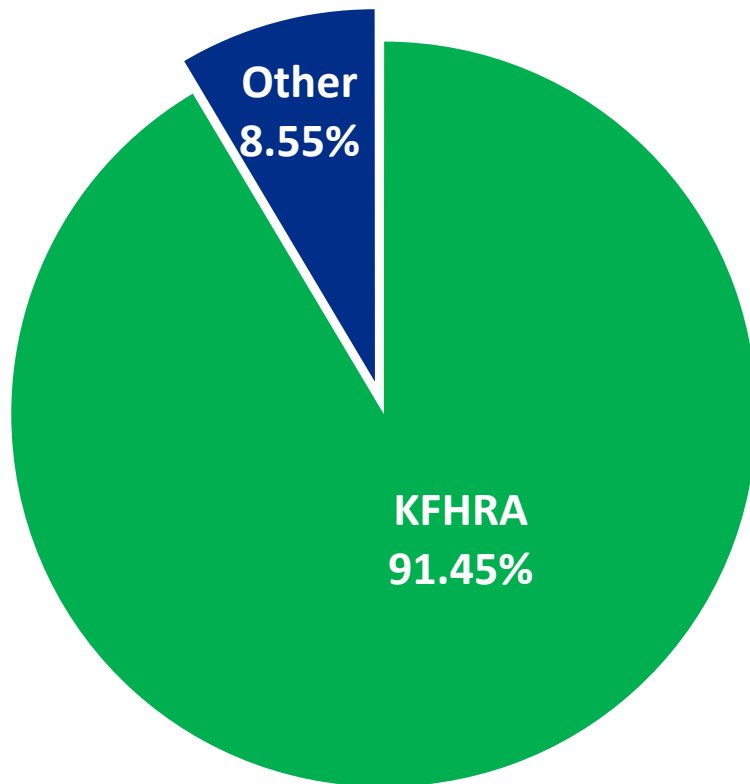


# How KFHRA Fits in the Enterprise in FY 19 – Budget

---

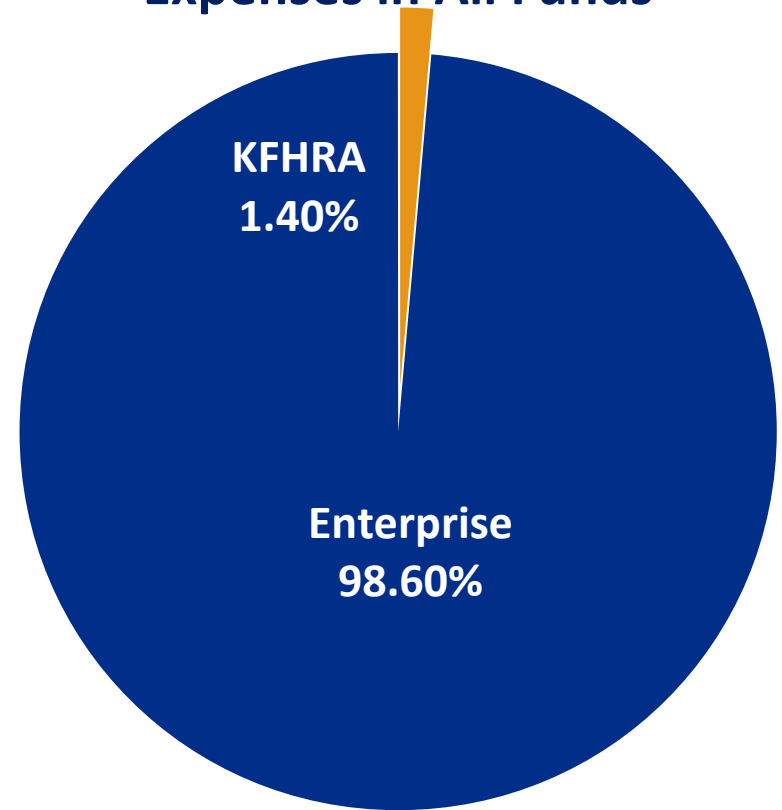
91.45% of Expenses in Fund

Expenses in the KFHRA Fund



1.40% of Expenses in Enterprise

Expenses in All Funds



All Funds = \$181,339,723



# Staffing

---

	<b>Budgeted FY 17</b>	<b>Budgeted FY 18</b>	<b>Proposed FY 19</b>
FTEs	36.00	36.34	36.00

## FY 2018

Unfunded Airport Service Worker position (funded thru 1/31/2018).



# Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
<b>Revenue:</b>				
Operations Fees	\$ 2,555,331	\$ 2,519,408	\$ 2,394,277	\$ 2,540,823
Miscellaneous Revenue	4,667	1,339	3,967	25,960
Grants	436,031	426,218	426,218	50,000
To Aviation Fund Balance	(562,916)	(121,998)	(100,905)	(74,600)
<b>Total</b>	\$ 2,433,113	\$ 2,824,967	\$ 2,723,557	\$ 2,542,183
=Base request				\$ 2,542,183
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Aviation Fund				-
=Total				\$ 2,542,183



# Explanation of Revenue Variance

---

- ☐ Rate fee increase.
- ☐ Lease negotiations.
- ☐ Airline revenue decrease.
- ☐ Exempt parking revenue loss.



# Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 1,677,342	\$ 1,771,689	\$ 1,605,681	\$ 1,765,377
• Materials & Supplies	665,212	588,860	598,358	655,506
• Cost of Goods Sold	90,559	75,700	130,800	121,300
• Capital Outlay	-	388,718	388,718	-
<b>Total</b>	\$ 2,433,113	\$ 2,824,967	\$ 2,723,557	\$ 2,542,183
=Base request				\$ 2,542,183
+Decision packages				-
=Total				\$ 2,542,183



# Explanation of Expense Variance

---

- ☐ Cost of living increase.
- ☐ Compensation equity – phase I.
- ☐ Inflationary increase.
- ☐ Cost of Goods Sold adjustment (fuel).
- ☐ Unfunded Airport Service Worker (funded thru 01/31/2018).



# Capital Improvement Projects – 524\* & 525 Fund

## Airport Improvement Program (AIP)

---

### FY18 (525)

AIP Grants:

Budget

\$388,718

Projected YE

\$388,718

→ Projects:

- Airport Master Plan

\$388,718

\$388,718

### FY18 (524)

AIP Grants:

Budget

\$540,000

Projected YE

\$540,000

\$ -0-

\$4,988,575

→ Projects:

- Passenger Boarding Bridge Replacement-Phase 2

\$540,000

\$540,000

- Passenger Boarding Bridge Replacement-Phase 3

\$ -0-

\$4,988,575

### FY19 (524)

AIP Grants:

Proposed

\$4,950,000

→ Projects:

- Corporate Hangar (Pending FAA MAP Grant Approval)

\$3,375,000

- Replace Equipment/Terminal Building

\$1,575,000

City Funds:

→ Projects:

- Corporate Hanger (Pending FAA MAP Grant Approval)

\$375,000





# Capital Improvement Projects – 529 Fund\*

## Passenger Facility Charge

<u>FY18</u>	<u>Budget</u>	<u>Projected YE</u>
Projected Passenger Facility Charge Fund Balance:	\$1,114,391	\$1,114,391
Projected Passenger Facility Charge Revenue/Interest:	<u>\$ 673,000</u>	<u>\$ 599,111</u>
Total Revenue	\$1,787,391	\$1,713,502
→ Projects:		
- Airport Master Plan	\$ 43,191	\$ 43,191
- Flight Information & Common Use System Upgrades	\$ 750,000	\$ 750,000
- Rehabilitation Airfield Lighting Vault-Engineering Analysis	\$ 30,000	\$ 30,000
- Passenger Boarding Bridge Replacement-Phase 2	\$ 60,000	\$ 60,000
- Passenger Boarding Bridge Replacement-Phase 3	\$ -0-	\$ 554,286
- Misc. Proj.(Admin/Audit/Advertising/Reimbursements)	<u>\$ 503,000</u>	<u>\$ 41,000</u>
→ Total Expenses	\$1,386,191	\$1,478,477
<u>FY19</u>		<u>Proposed</u>
Projected Passenger Facility Charge Fund Balance:		\$ 235,025
Projected Passenger Facility Charge Revenue/Interest:		<u>\$ 661,500</u>
		\$ 896,525
→ Projects:		
- Replace Equipment/Terminal Building		\$ 175,000
- Misc. Proj. (Admin/Audit/Advertising/Reimbursements)		<u>\$ 721,525</u>
→ Total Expenses		\$ 896,525



# Capital Improvement Projects–526 Fund \*

## Rental Car Customer Facility Charge (CFC)

---

### FY18

	<u>Budget</u>	<u>Projected YE</u>
Projected Fund Balance:	\$1,945,594	\$1,945,594
Projected CFC Revenue/Interest:	<u>\$ 272,473</u>	<u>\$ 276,210</u>
Total Revenue	\$2,218,067	\$2,221,804
→ Projects:		
- Car Wash Facility Improvements	\$1,603,400	\$ 850,000

### FY19

	<u>Proposed</u>
Projected Fund Balance:	\$1,371,804
Projected CFC Revenue/Interest:	<u>\$ 171,854</u>
Total Revenue	\$1,543,658
→ Projects:	
- Rental Lot Facility Covered Parking	\$1,000,000



# Decision Packages Approved by City Manager

---

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Inter-Gov't Service Agreement, Program-New	2	\$438,978	(\$517,640)	(\$78,662)
Engineering Services for Land Acquisition, Budget-Increase	2	25,000	0	25,000
Total Decision Packages		\$463,978	(\$517,640)	(\$53,662)



# City Manager's Comments



# City Manager's Comments

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***SKYLARK FIELD FUND***



# FY 2019 Proposed Budget Presentation

Fund: Aviation

Department: Aviation Operations

Division: Skylark Field



# Mission

---

To provide a safe, reliable, and efficient  
General Aviation Airport



# Mission Elements

---

- ☐ Maintain airport-owned facilities and equipment
- ☐ Manage airport operations
- ☐ Manage leased property within the airport
- ☐ Plan and develop airport



# By the Numbers:

---

## ☐ Maintain airport-owned facilities and equipment

- ☐ Perform daily runway, taxiway and lighting system safety inspection 1
- ☐ Daily fueling equipment inspections 1

## ☐ Manage airport operations

- ☐ Number of daily airport inspections 1
- ☐ Quarterly inventory / reconciliation of based aircraft 1



# By the Numbers:

---

## ☐ Manage leased property within the airport

☐ Time to respond to tenant work orders 8 hrs

☐ Send monthly tenant invoices by 5<sup>th</sup> of each month 480

## ☐ Plan and develop airport

☐ Construction of T-hangar facility 1



# Goals for FY 19

---

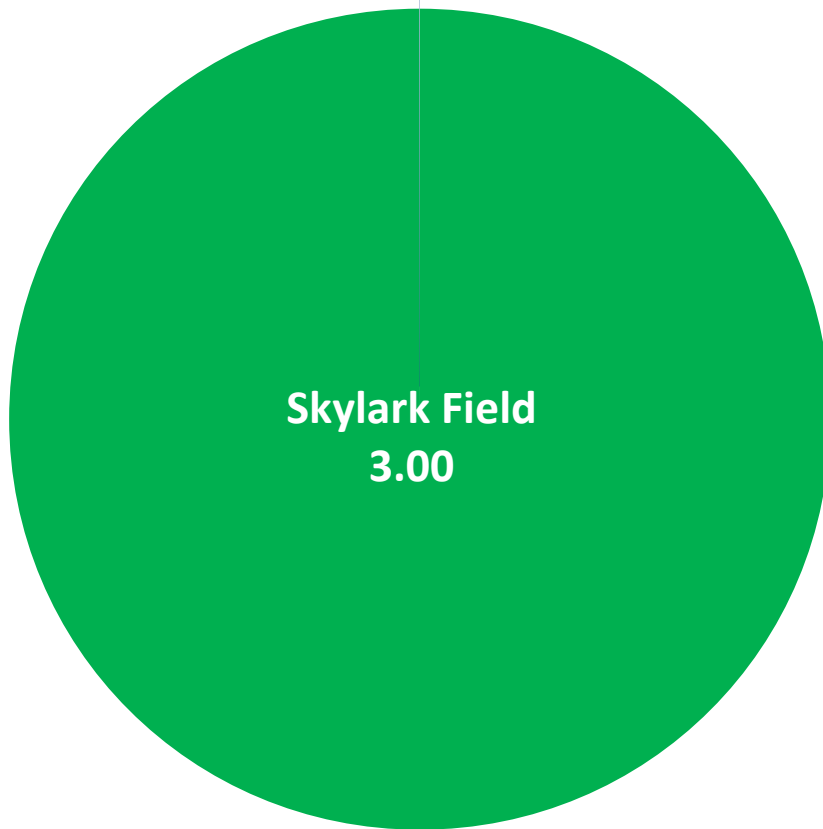
- ☐ Construct T-hangar facility.
- ☐ Market business opportunities.



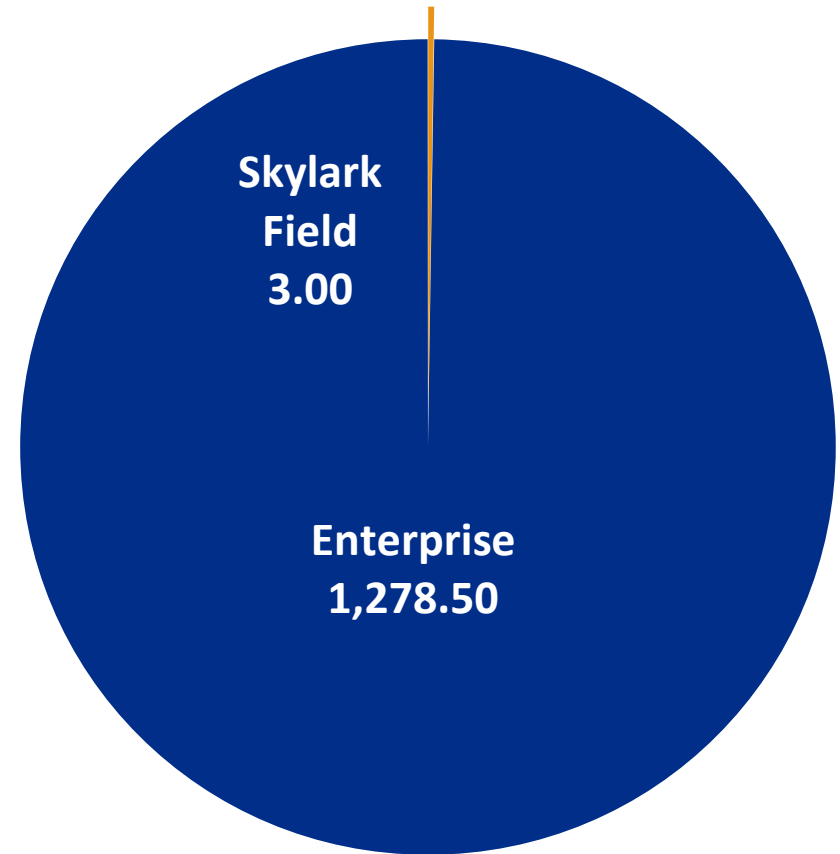
# How Skylark Field Fits in the Enterprise in FY 19 – Staffing

---

100% of FTEs in Fund  
FTEs in the Skylark Fund



0.22% of FTEs in Enterprise  
FTEs in All Funds



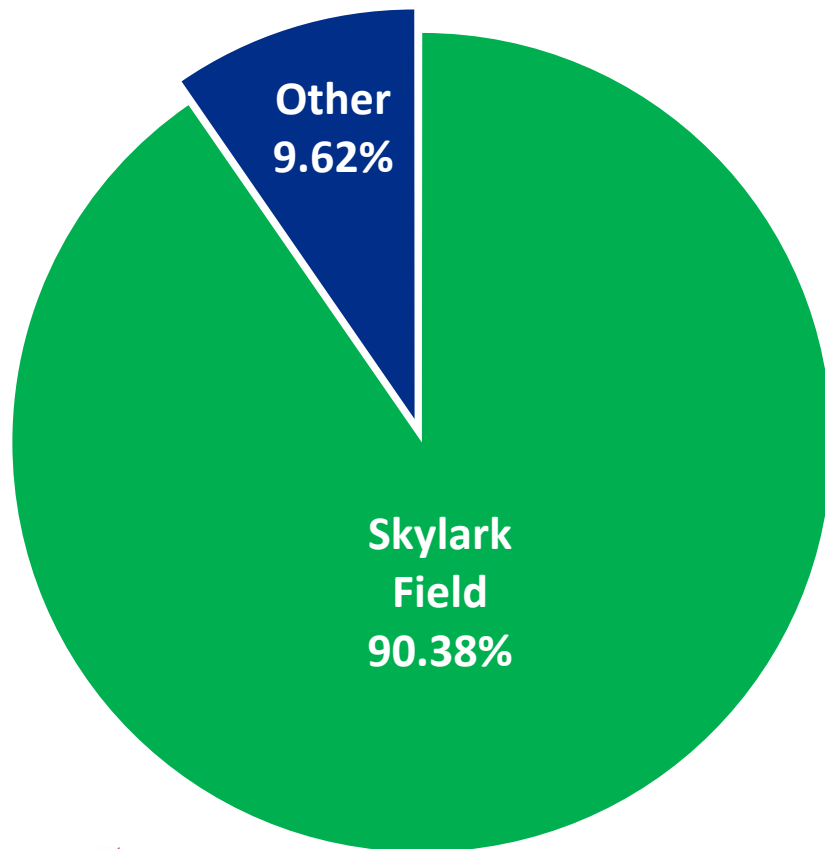
All Funds FTEs = 1,281.50



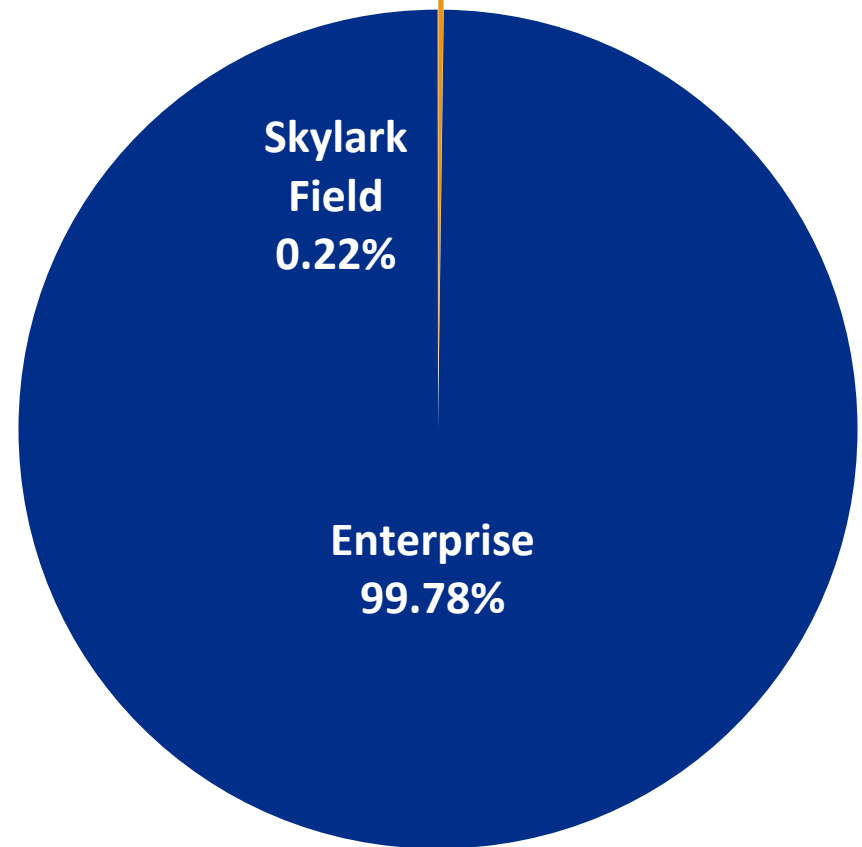
# How Skylark Field Fits in the Enterprise in FY 19 – Budget

---

90.38% of Expenses in Fund  
Expenses in the Skylark Fund



0.22% of Expenses in Enterprise  
Expenses in All Funds



All Funds = \$181,339,723



# Staffing

---

	<b>Budgeted FY 17</b>	<b>Budgeted FY 18</b>	<b>Proposed FY 19</b>
FTEs	4	3.34	3

## FY 2018

Unfunded Aircraft Fuel Handler position (funded thru 1/31/2018).





# Revenue Budget

	<b>Actual FY 16/17</b>	<b>Adopted Budget FY 17/18</b>	<b>Estimated Actual FY 17/18</b>	<b>Proposed Budget FY 18/19</b>
<b>Revenue:</b>				
Operations Fees	\$ 388,668	\$ 393,399	\$ 359,844	\$ 385,316
Miscellaneous Revenue	16,477	1,664	3,790	26,640
Grants	14,450	4,100	4,157	5,800
From Aviation Fund	2,711	136,804	143,663	(20,756)
<b>Total</b>	<b>\$ 422,305</b>	<b>\$ 535,967</b>	<b>\$ 511,454</b>	<b>\$ 397,000</b>
=Base request				\$ 397,000
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Aviation Fund				-
<b>=Total</b>				<b>\$ 397,000</b>



# Explanation of Revenue Variance

- ☐ Cost of Goods adjustment (Fuel).
- ☐ TxDOT Grant.
- ☐ Partial year new T-Hangar revenue.
- ☐ Revision of Fees
  - ☐ T-hangar lease rates



# Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 179,679	\$ 161,470	\$ 156,300	\$ 156,269
• Materials & Supplies	69,411	53,648	44,667	55,231
• Cost of Goods Sold	173,215	189,832	164,470	185,500
• Capital Outlay	-	131,017	146,017	-
<b>Total</b>	\$ 422,305	\$ 535,967	\$ 511,454	\$ 397,000
=Base request				\$ 397,000
+Decision packages				-
=Total				\$ 397,000



# Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Compensation equity – phase I.
- ☐ Inflationary increase.
- ☐ Unfunded Airport Specialist (funded thru 01/31/2018).
- ☐ Reduced quantity of fuel to be sold.
- ☐ No capital expense.



# Decision Packages Approved by City Manager

---

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



# Decision Packages Disapproved by City Manager

---

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



# City Manager's Comments





***DRAINAGE FUND***





# ***DRAINAGE FUND SUMMARY***



# Drainage Utility Fund Budget Summary FY 2019

# Drainage Utility Fund

## Purpose

---

The Drainage Utility Fund is an Enterprise Fund. The Drainage Utility Fund maintains the drainage system for the residents of the City.

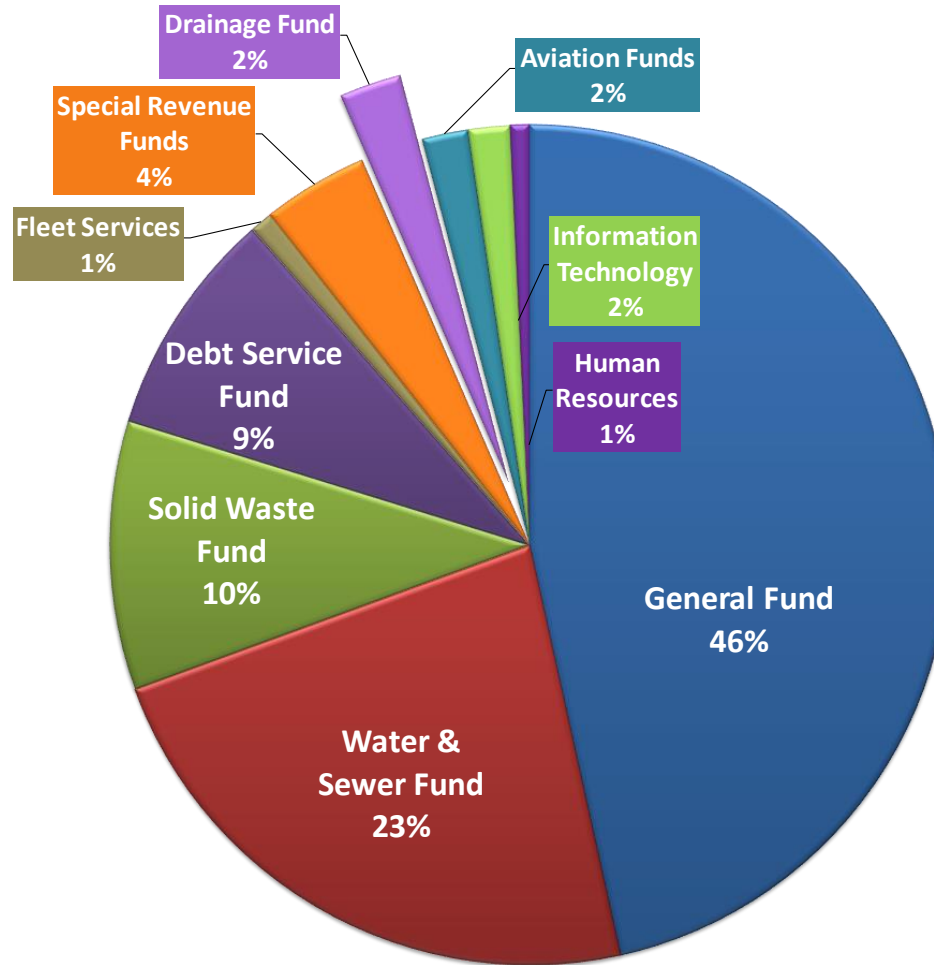
Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be recovered primarily through user charges.



# Drainage Utility Fund

## How the Drainage Utility Fund Fits Into the Enterprise

### FY 2019 Proposed Budget



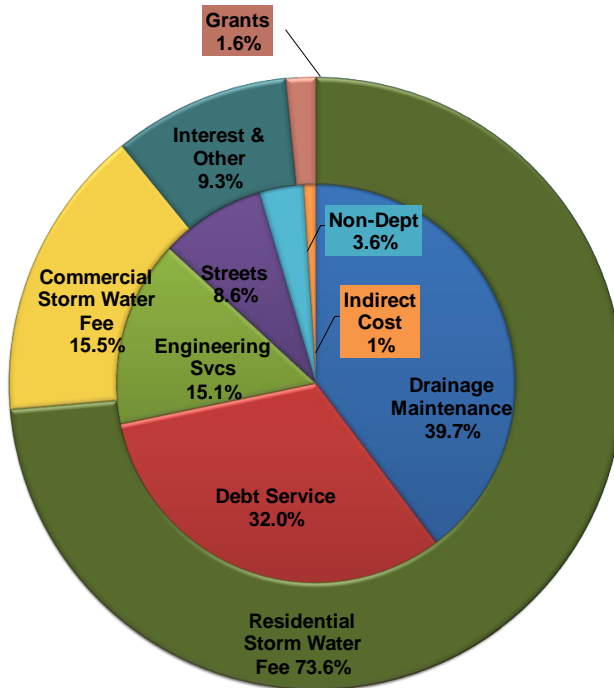
Total Operating Expenses = \$181,339,723



# Drainage Utility Fund

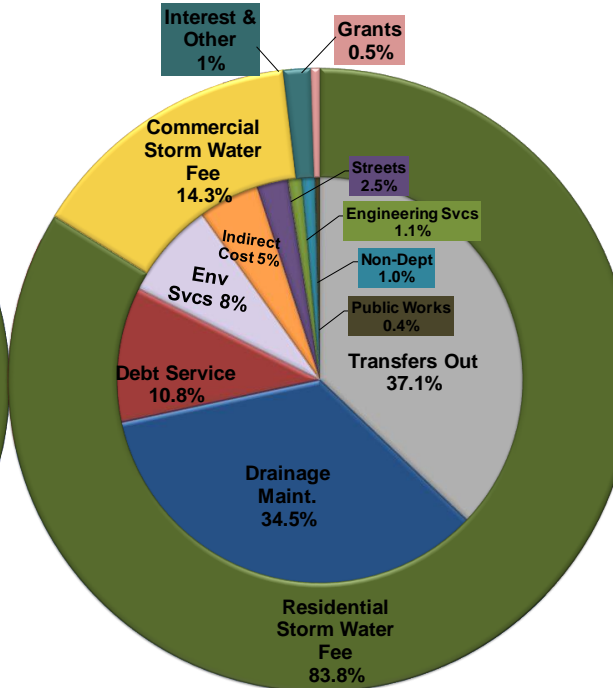
## Historic Trends

Drainage Fund  
FY 2008 Revenues & Expenses by Category



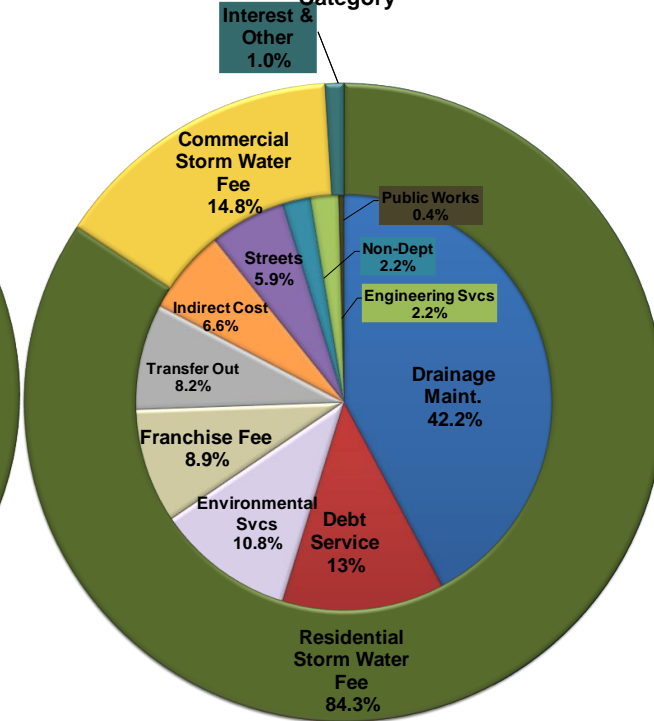
Revenues = \$3,165,332  
Expenses = \$1,802,283

Drainage Fund  
FY 2018 Estimated Actuals Revenues & Expenses by Category



Revenues = \$4,135,695  
Expenses = \$5,034,235

Drainage Fund  
FY 2019 Proposed Budget Revenues & Expenses by Category



Revenues = \$4,335,691  
Expenses = \$4,335,691



# Drainage Utility Fund

## Revenue Budget

---

	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Estimated Actuals 2018</b>	<b>Proposed Budget 2019</b>
<b>Revenues:</b>				
Residential Fees	\$ 3,662,333	\$ 3,565,567	\$ 3,465,223	\$ 3,653,637
Commercial Fees	634,358	624,419	592,012	639,842
Interest and Other	40,143	30,276	59,447	42,212
Intergovernmental	-	-	19,013	-
<b>Total Revenues</b>	<b>\$ 4,336,834</b>	<b>\$ 4,220,262</b>	<b>\$ 4,135,695</b>	<b>\$ 4,335,691</b>



# Drainage Utility Fund Rates

---

No change in fees.



# Drainage Utility Fund

## User Fee Rates

---

### DRAINAGE UTILITY RATES

#### **Residential Property:**

Single family	\$	6.00
Duplex		9.89
Multi-family (three or more units) per unit		4.88
- maximum		300.00

#### **Non-Residential Property:**

##### Based on Lot or Parcel Size:

Less than 10,001 square feet	\$	8.30
10,001 to 50,000 square feet		17.51
50,001 to 100,000 square feet		26.28
100,001 to 200,000 square feet		52.56
200,001 to 350,000 square feet		96.36
350,001 to 700,000 square feet		140.16
700,001 to 1,000,000 square feet		192.72
More than 1,000,000 square feet		306.59

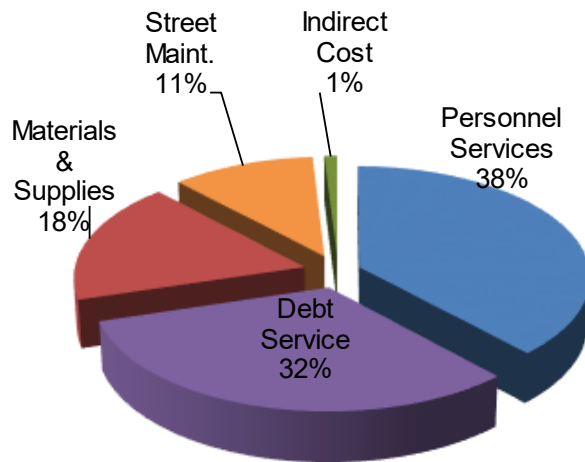




# Drainage Utility Fund

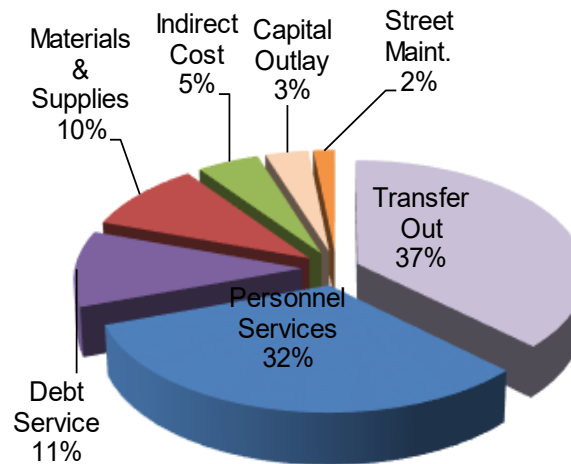
## Expense Categories

**FY 2008 Actual**



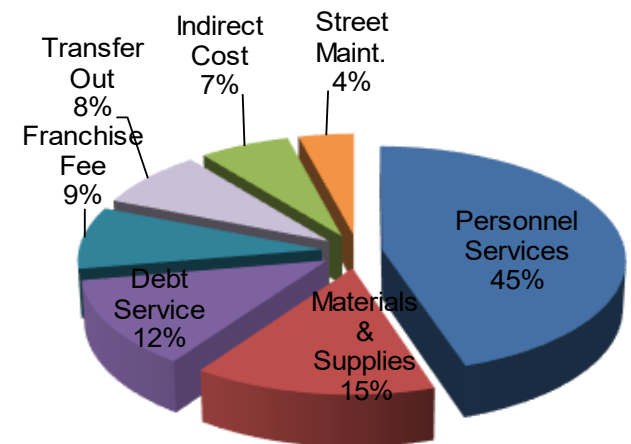
**Total Revenues = \$3,165,332**  
**Total Expenses = \$1,802,283**

**FY 2018 Estimated Actual**



**Total Revenues = \$4,135,695**  
**Total Expenses = \$5,034,235**

**FY 2019 Proposed Budget**



**Total Revenues = \$4,335,691**  
**Total Expenses = \$4,335,691**



# Drainage Utility Fund

## Expense Budget

	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Estimated Actuals 2018</b>	<b>Proposed Budget 2019</b>
Drainage Maintenance	\$ 1,737,555	\$ 1,824,380	\$ 1,737,555	\$ 1,829,690
Debt Service	541,341	541,341	541,341	545,391
Environmental Services	387,895	481,179	387,895	466,151
Franchise Fees	-	-	-	386,413
Indirect Cost	245,652	251,427	245,652	286,048
Streets	124,868	341,687	124,868	257,582
Information Technology	-	-	168,694	176,259
Fleet and Fleet Services	-	-	194,233	151,668
Non-Departmental	41,600	49,524	52,653	95,240
Engineering	55,107	97,243	55,107	94,630
Risk Assessment	-	-	27,660	29,043
Public Works	20,053	14,724	20,053	17,576
Transfer Out	-	1,478,524	1,478,524	-
<b>Total Expenses</b>	<b>\$ 3,154,070</b>	<b>\$ 5,080,029</b>	<b>\$ 5,034,235</b>	<b>\$ 4,335,691</b>



# Drainage Utility Fund

## Fund Balance

---

	<b>FY 2017 Actual</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 Estimated Actual</b>	<b>FY 2019 Proposed Budget</b>
Beginning Fund Balance	\$ 4,086,724	\$ 5,269,488	\$ 5,269,488	\$ 1,045,342
Revenues	4,336,834	4,220,262	4,135,695	4,335,691
Expenses	3,154,070	5,387,207	5,034,235	4,335,691
Transfer to CIP			3,325,606	
Net Change in Fund Balance	<u>1,182,764</u>	<u>(1,166,945)</u>	<u>(4,224,146)</u>	<u>-</u>
Ending Fund Balance	<u>\$ 5,269,488</u>	<u>\$ 4,102,543</u>	<u>\$ 1,045,342</u>	<u>\$ 1,045,342</u>
Fund Balance Percent	202.40%	90.76%	30.59%	29.60%



# Drainage Utility Fund

## Staffing

---

	<b>Actual FY 2016-17</b>	<b>Budgeted FY 2017-18</b>	<b>Estimated Actual FY 2017-18</b>	<b>Proposed FY 2018-19</b>
FTEs	40.55	43.27	43.27	43.17



# Drainage Utility Fund

## Staffing by Department

---

<b>Department</b>	<b>Estimated Actual FY 2018</b>	<b>Budgeted FY 2019</b>	<b>Difference</b>
Drainage Maintenance	34.14	34.14	0.00
Environmental Services	5.20	5.20	0.00
Streets	2.00	2.00	0.00
Engineering	1.28	1.12	-0.16
Mowing	0.50	0.50	0.00
Public Works	0.15	0.21	0.06
Total FTEs	43.27	43.17	-0.10



# Drainage Utility Fund

## Change in Staffing

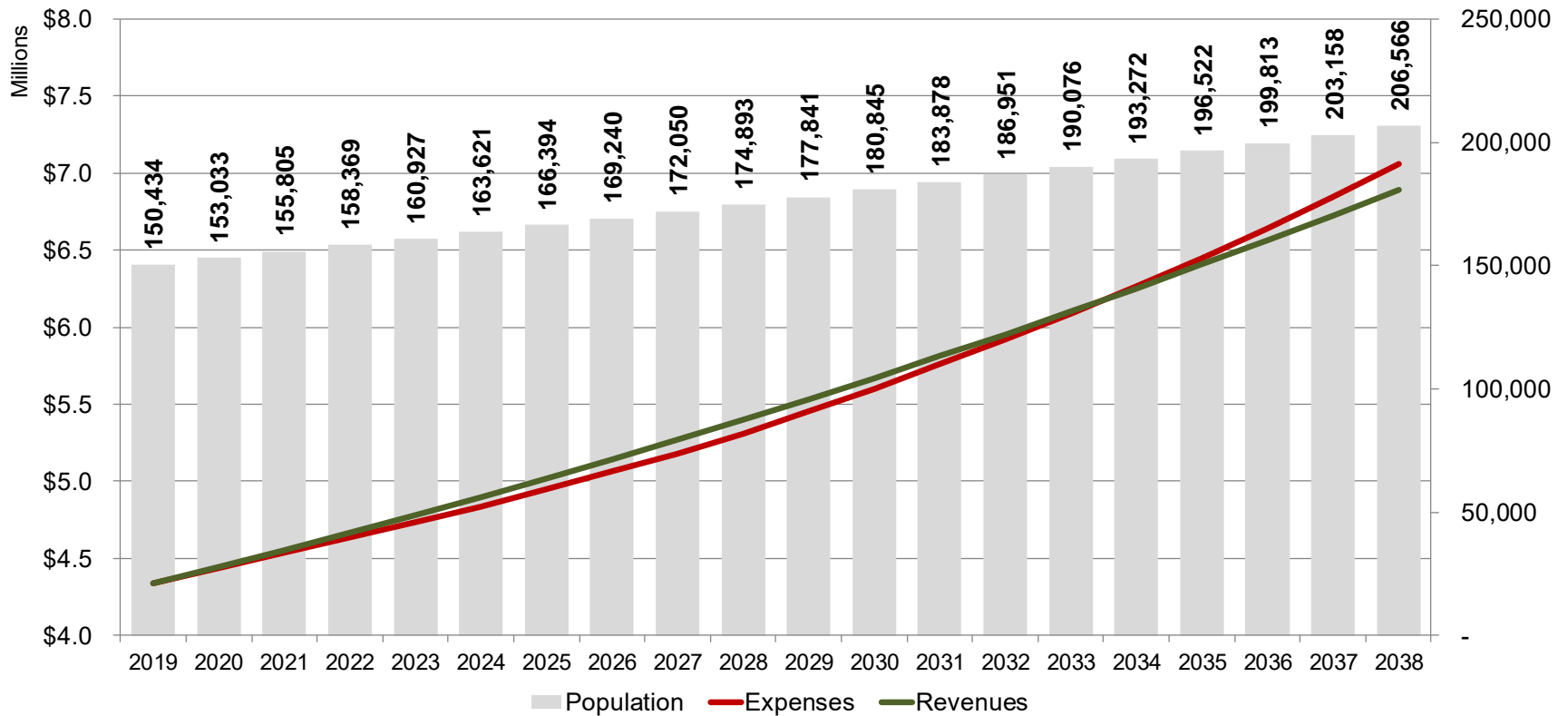
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<b>Department</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<b>FTE</b>	<b>FTE</b>
	<b>Change</b>	<b>Change</b>
Engineering	0	-0.16
Public Works	-0.08	0.06



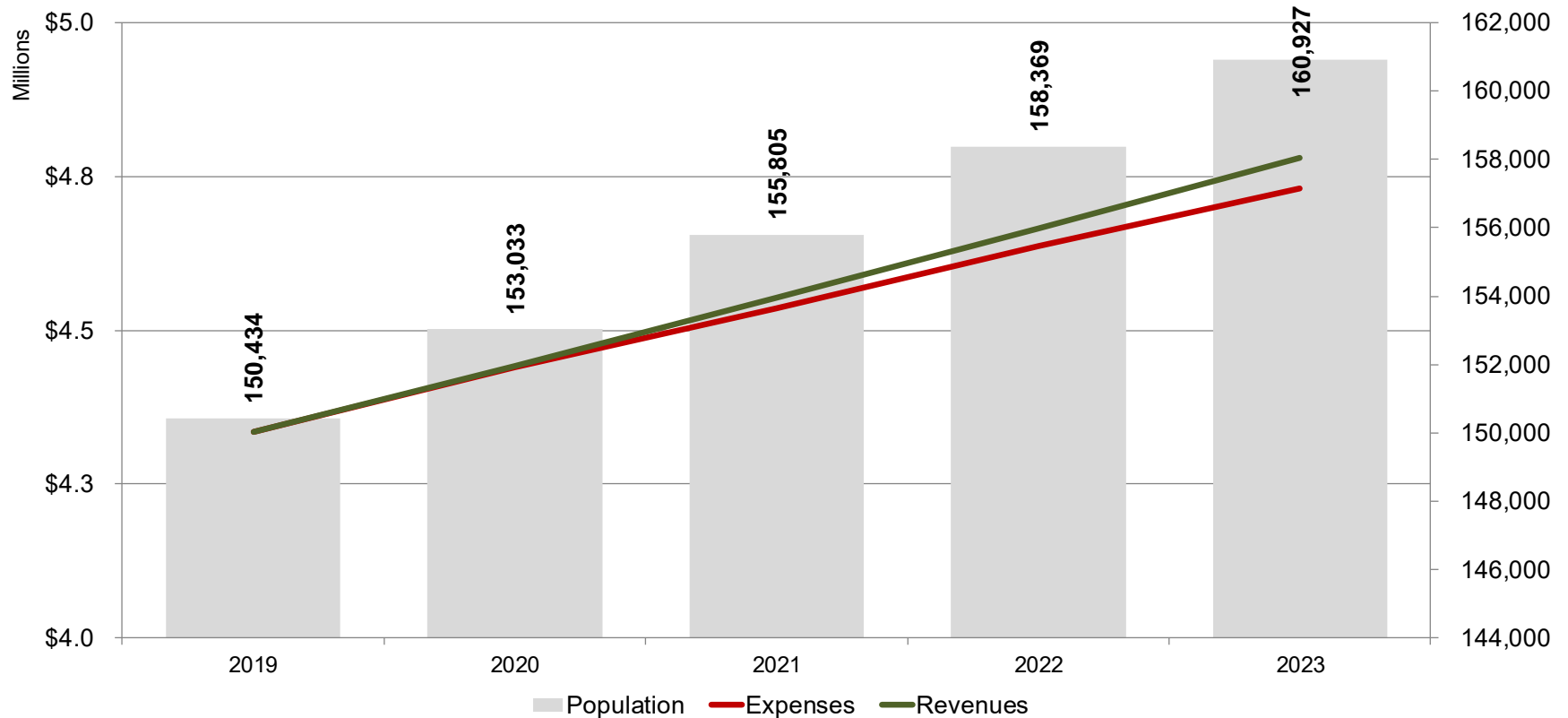
# Drainage Utility Fund

## Long-Term Projections



# Drainage Utility Fund

## 5 Year Forecast





# City Manager's Comments

